

CALL TO ORDER

Board Chair Joan Smith called the meeting of the Lake Michigan College Board of Trustees to order on June 17, 2025 at 5:00 p.m. Board Chair Smith opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Ms. Joan Smith, Ms. Vicki Burghdoff, Ms. Mary Jo Tomasini, Ms. Debra Johnson, Mr. Mark Weber, Mr. John Grover

SETTING OF THE AGENDA

The minutes from May 20, 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 began his report with an update on the West Campus renovations. The turf installation on the fields is now complete, and the project remains both on schedule for an August 1st completion and within budget. New Student Orientation officially kicked off today with the first session welcoming 90 students. An online version of the orientation is also available to accommodate additional participants. The Orientation Team has done an outstanding job preparing for and executing this important milestone.

NEW BUSINESS

BENTON HARBOR & SOUTH HAVEN PAVEMENT REPAIR

Pavement maintenance and repair at Benton Harbor and South Haven campuses includes repair to high priority areas. The scope includes limited asphalt removal and paving in problematic areas, crack sealing, sealcoating, and replacement of pavement markings.

Bids were received on June 5, 2025 from three companies and publicly opened via Zoom. Based on the review of the bid proposals, the low bidder, Chorba Asphalt Paving LLC (Dowagiac, MI) is recommended for award.

Total project cost with contractor work and contingency is \$319,734. Work is planned to be completed in June – July for both campuses.

Bidder	Base Bid – Initial Scope	Base Bid – Increased Scope
Chorba Asphalt Paving LLC	\$44,000.00	\$296,050.00
Arnt Asphalt Sealing Inc	\$46,136.25	\$304,086.25
A-1 Asphalt Inc	\$46,900.00	Did not submit

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize FY25 Benton Harbor & South Haven Pavement Repair project for a total project amount of \$319,734 and a contract award of \$296,050 to Chorba Asphalt Paving LLC.

MOTION by Mr. Grover with support by Ms. Burghdoff to authorize FY25 Benton Harbor & South Haven Pavement Repair project for a total project amount of \$319,734 and a contract award of \$296,050 to Chorba Asphalt Paving LLC.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

FISCAL YEAR 2026 OPERATING AND CAPITAL BUDGETS

The fiscal year 2026 operating and capital budgets represent operational revenue and expense forecasts for the upcoming fiscal year as well as the capital spending and debt payment plans for the same period.

ACTION:

College administration recommends that the Board of Trustees approve the fiscal year 2026 operating, capital, and debt payment budgets as presented.

MOTION by Mr. Weber with support by Ms. Tomasini to approve the fiscal year 2026 operating, capital, and debt payment budgets as presented.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

2025-26 FOUNDATION BOARD OF DIRECTORS

Public Directors (3-year terms ending in 2028)

- Bob Burch
- Mike Carlson
- Patsy Hartsell
- Scott McFarland
- Chad White
- Tim Passaro
- Amy White
- Brian French (new member)

College Directors

- Joan Smith – Standing member as BOT Chair
- Dr. Trevor Kubatzke – Standing member as College President
- Karla Pankratz (interim) – Standing member acting on behalf of College CFO
- Brett Closson – Standing member as Alumni Assoc. Chair
- Doug Schaffer – Standing member as Executive Director/Secretary of Foundation Board (non-voting)

Board of Trustees Appointees

- Mary Jo Tomasini – BOT Appointee
- Vicki Burghdoff – BOT Appointee

Executive Committee

- Kelly Ferneau (Chair) – President, LMC Foundation Board
- Scott Geik - Vice President, LMC Foundation Board
- Dr. Trevor Kubatzke – President, LMC
- Karla Pankratz – Interim Treasurer, LMC Foundation Board
- Mary Jo Tomasini – Appointee, LMC Board of Trustees
- Scott McFarland – at-large appointee, LMC Foundation Board
- David Schaffer – at-large appointee, LMC Foundation Board
- Doug Schaffer – Secretary, LMC Foundation Board (non-voting)

Board Development Committee

- Scott McFarland – Chair
- Kelly Ferneau
- Gloria Ender
- Bob Burch

Finance & Investment Committee

- Randy Bettich – Chair
- Karla Pankratz
- Gloria Ender
- David Schaffer
- Scott Dienes
- Mike Carlson
- Tina Vaught
- Jim Marohn
- John Janick
- Dr. Steven Hadaway

ACTION

It is recommended that the Lake Michigan College Board of Trustees confirm the appointments, committee assignments, new members, and term renewals of Foundation Board members as noted above.

Note:

Terms ending 2026 – Alloyd Blackmon, Gloria Ender, Scott Geik, Jim Marohn, David Schaffer, Tim Tate, Tina Vaught, Megan Hendrix, Carolyn Hanson, Lars Petzke

MOTION by Mr. Grover with support by Ms. Burghdoff to confirm the appointments, committee assignments, new members, and term renewals of Foundation Board members as noted above.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

LMC CHARTER BUS BID – FY26

The safety of our College athletes is of the highest priority. In an effort to ensure our College athlete's transportation to and from athletic events, transportation services were explored for FY26. In compliance with the College's Purchasing policy, a Request for Proposal (RFP) for College athletic transportation was issued. The RFP was sent to the following companies, and their responses are below: B&W Charters responded that they were not going to bid. Compass Coach, Royal Excursion, Coach America, GOGO Charters, and Prompt Charters did not respond. Go Riteway (Cardinal Buses) – Was the only company to respond with the availability to handle 100% of our trips.

ACTION: We recommend the Board of Trustees authorize the College administration to bind a contract with Go Riteway in an amount not to exceed \$229,275.

MOTION by Ms. Burghdoff with support by Ms. Tomasini to authorize the College administration to bind a contract with Go Riteway in an amount not to exceed \$229,275.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

Lake Michigan College (the College”)

A regular meeting of the board of trustees of the College (the “Board”) was held in the _____, within the boundaries of the College district, on the 17th day of June, 2025, at _____ o’clock in the __.m. (the “Meeting”).

The Meeting was called to order by _____, 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”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the electors of the College district be called and held on Tuesday, November 4, 2025.
2. 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.
3. The Election Coordinator is requested to:
 - a. Utilize _____, a newspaper published or of general circulation within the College district, for publication of notices in accordance with the election law requirements.
 - b. 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.
 - c. 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.
4. 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.

5. 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 \$2,500,000 (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 a proposition at a municipal election to be held on Tuesday, November 4, 2025.

MOTION by Ms. Tomasini with support by Mr. Grover to authorize submission of a 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. Weber, Ms. Tomasini, Mr. Grover, Ms. Johnson, Ms. Smith and Ms. Burghdoff

Nays: None

MOTION APPROVED

BENTON HARBOR RESIDENCE HALL

The project is a new student residence hall to accommodate approximately 200 beds supporting student life in a modern, cost-effective, and sustainable manner. The estimated cost of design is \$1,050,000 and the estimated cost of construction is \$22,000,000. Design services scope will include architectural and interior design, structural engineering, civil engineering, landscape design, and mechanical and electrical engineering thru the following phases: Preliminary Design, Schematic Design, Design Development, Construction Documents, Permitting, Construction Administration.

Occupancy of the residence hall is desired for the 2027 fall quarter. Typical project timeframe for similar projects is two to four years with the average being 28 months. To meet the preferred project timeline a Request for Proposal (RFP) will be issued as soon as possible with a limited response period. Prompt award of a design contract is desirable to further aid in expediting completion of the project.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize a FY26 Benton Harbor Residence Hall award for a fixed fee design contract not to exceed \$1,050,000 immediately following the RFP process.

MOTION by Mr. Grover with support by Ms. Tomasini to authorize a FY26 Benton Harbor Residence Hall award for a fixed fee design contract not to exceed \$1,050,000 immediately following the RFP process.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

RATING REPORT FROM STANDARD & POOR'S

In February 2025, Standard & Poor's (S&P) conducted a comprehensive financial evaluation of the College and reaffirmed its general creditworthiness with a rating of **AA+ with a stable outlook**. The S&P credit rating are divided into Investment Grade and Speculative Grade categories, and are as follows:

Investment Grade

AAA: Highest rating; extremely strong financial capacity.

AA, A: Strong to very strong capacity but may be affected by adverse conditions. BBB: Adequate capacity; lowest investment-grade rating.

Speculative Grade

BB, B: Vulnerable to uncertainties but able to meet commitments. CCC, CC, C: Increasing vulnerability; bankruptcy or default likely.

D: Default has occurred.

Notches (+/-) refine ratings between AA - CCC to indicate relative strength within categories.

This strong rating reflects the College's continued fiscal strength and positions it favorably for future borrowing needs. As importantly, it also serves as an independent validation to the community that the College is a responsible steward of public funds—particularly the property tax dollars that make up roughly half of its annual operating revenue. Maintaining a high credit rating demonstrates the College's commitment to managing its resources with care, transparency, and long-term planning.

The rating is based on S&P's rigorous and thorough review process. S&P analysts assess institutional creditworthiness by reviewing a wide range of financial statements, historical and projected data, and internal policies, in addition to interviewing the Chief Financial Officer regarding financial performance, planning, and controls to support their evaluation.

S&P indicated that their rating reflects their view of Lake Michigan College's strong enterprise risk profile and very strong financial risk profile. The enterprise risk profile reflects the College's rebounding enrollment from the pandemic loss, a sizable service area population, and experienced leadership team. The financial risk profile reflects the College's solid financial performance with ample financial resources and manageable debt burden, governed by comprehensive governance policies. The rating also reflects the College's stable property tax base and diverse taxpayer concentration, all of which provide support for both the district's operations and debt obligations. More specifically, S&P indicated that their rating reflects their view of the College's:

- History of reporting positive operating margins, supported by proactive planning and strategic initiatives;

- Comprehensive financial management policies and practices; and
- Low overall debt burden as a percentage of market value, rapid debt amortization.

ACTION:

Administration recommends that the Board of Trustees accept the ratings report from Standard & Poor's that assigns the College an AA+ rating.

MOTION by Ms. Tomasini with support by Ms. Johnson to accept the ratings report from Standard & Poor's that assigns the College an AA+ rating.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

ANTI-HAZING

Office of Origin:	Accreditation, Strategic Projects, and Quality
Responsibility:	Dean, Accreditation, Strategic Projects, and Quality, Student Conduct, Executive Director Human Resources
Original Date Adopted:	
Dates Reviewed:	3-25-25 (C)
Last Date Approved:	

Lake Michigan College (LMC) is committed to maintaining a safe and inclusive environment for all students, faculty, and staff. Hazing in any form is strictly prohibited on campus, in college-sponsored programs, and among members of student organizations. This policy aligns with the State of Michigan's anti-hazing laws and the requirements set forth by the Clery Act.

Hazing is defined as any intentional, knowing, or reckless act directed against an individual for the purpose of initiation, admission, affiliation, or continued membership in any organization affiliated with the college, regardless of the individual's consent. Such acts may include, but are not limited to:

- Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity
- Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual
- Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual
- Any activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

According to the Michigan Penal Code (MCL 750.411t) [MCL - Section 750.411t - Michigan Legislature](#):

- Hazing is a criminal offense in the state of Michigan.
- Hazing that results in physical injury is classified as a misdemeanor.
- Hazing that causes serious physical injury is classified as a felony.

- Hazing that results in death is classified as a felony with more severe penalties.
- Consent of the victim is not a defense under Michigan law.

Individuals or groups found responsible for hazing may face disciplinary actions under LMC's student code of conduct, student clubs & organizations handbook, and potential criminal prosecution under Michigan law.

In compliance with applicable law, LMC will:

- Include hazing incidents reported to campus security authorities or local police agencies in its annual security report.
- Publish an annual Hazing Transparency Report that details incidents, investigations, and outcomes to promote accountability and awareness. The Hazing Transparency Report shall not include any information that would reveal personally identifiable information about any individual student. The report will be published in a prominent location on LMC's website and will include:
 - The total number of reported hazing incidents.
 - The name of the organization which resulted in a formal finding of guilt, responsibility, or culpability
 - A description of each reported incident, including the nature and circumstances.
 - The dates on which the incident was alleged to have occurred, the violation that resulted in a formal finding of guilt, responsibility, or culpability was charged, the investigation was initiated, and the investigation ended with a finding that a violation occurred.
 - Findings for the determination of responsibility.
 - Sanctions imposed.
- The Hazing Transparency Report webpage will include a statement notifying the public of the availability of information regarding findings or sanctions, a description of how a member of the public may obtain such information, a statement that the institution is required to provide such information pursuant to the law, a statement notifying the public of the availability of relevant statistics, and information about the institution's anti-hazing policy.
- Each Hazing Transparency Report shall be maintained for a period of seven academic years.

Lake Michigan College Policy

Lake Michigan College will implement educational programs to prevent hazing. Programs will be provided to students, faculty and staff. These programs will include:

- Bystander Intervention
- Ethical Leadership
- Strategies for Building Group Cohesion without Hazing

Lake Michigan College takes all hazing allegations seriously. Any member of the LMC community who witnesses or experiences hazing is encouraged to report. The College will investigate all reports promptly and impartially. There are several options to report hazing:

- If your concern is about an individual student or organization participating in hazing it can be reported to:
 - LMC's Maxient System, where you can report anonymously.
 - <https://www.lakemichigancollege.edu/students/incident-reporting>
 - Or you can report to LMC's Campus Resource Officer.
 - (269) 925-7846
 - If you feel that an individual is in immediate danger, please call 911.

References:

Stop Campus Hazing Act

Michigan Penal Code (MCL 750.411t)

Code of Conduct (Policy)

Student Code of Conduct, Discipline and Due Process

Student Clubs & Organizations Handbook

Jeanne Clery Campus Safety Act (Clery Act)

Clery Act Compliance (Policy)

Annual Security and Fire Report

Annual Security and Fire Report Procedure

POLICY-2nd READ

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

1. Anti-Hazing

ACTION:

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

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

ROLL CALL VOTE

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

POLICIES-1st READ FOR REVIEW

Lake Michigan College

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.

Lake Michigan College Policy

Exceptions

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

References:

DEPARTMENT REPORTS

ACADEMIC AFFAIRS DEPARTMENT REPORTS

Dr. Ken Flowers, Executive Vice President

Dr. Flowers updated the Board on the following Academic Affairs items:

- The Fab Lab summer camps are 98% full.
- The Talent Collaborative have been working on a website which will be presented in an upcoming Board of Trustee meeting.
- The annual Wave Awards were held and over 700 people were in attendance.
- The college has applied for three grants through the MiLeap program. We just heard news that a grant was approved which focuses on veterans and student success. We should heard about the other two grants in the near future.

COMMUNITY IMPACT

The Berrien Talent Collaboration continues to expand its workforce development and apprenticeship initiatives through strategic engagement with students, schools, and employers. Highlights include the launch of the Career Tech Committee, planning for a summer Pre- Apprenticeship program at the Hanson Tech Center, and targeted outreach through CTE site visits and juvenile justice discussions with MIWorks. The team was awarded the Apprenticeship Wall for the BIC and presented at key events including MEATA and the Michigan Apprenticeship Advisory Body. Efforts with schools included multiple Upjohn focus groups, stakeholder meetings, and presentations to regional partners. Business engagement advanced with visits and meetings involving Bonnell Aluminum, Pearson Construction, and Adams & Sons HVAC, and new opportunities such as drone and EMS apprenticeships are being explored. The team also finalized a work-based learning program with Corewell culinary nutritionists, supporting the expansion of the culinary medicine initiative. Development of a new BTC website is underway, with a prototype presentation planned for June.

On May 5, Lake Michigan College proudly launched the second session of its Police Academy, welcoming a new cohort of 14 recruits. Led by Brad Byerle and Bill Baker, this summer's class reflects strong partnerships with regional law enforcement agencies, with recruits joining from Baroda-Lake Township PD, Benton Township PD, Berrien County Sheriff's Office, Buchanan PD, Cass County Sheriff's Office, Coloma Township PD, Dowagiac PD, Grand Beach/Michiana PD, and Niles PD. The College is excited to support the next generation of public safety professionals through high-quality, hands-on training.

On May 6 the South Haven Campus hosted the local AAUW Board meeting.

On May 8 the South Haven Campus hosted the South Haven Speaker Series. The guest speaker was Greg Dooley from the University of Michigan who discussed *The Big Business of College Sports*.



South Haven community members enjoying the presentation by Greg Dooley.

On May 15 the South Haven Campus hosted the South Haven Visitors Bureau. The group discussed upcoming events taking place in South Haven.

On May 21, Lake Michigan College's Mendel Center hosted the fourth annual WAVE Awards, celebrating excellence in high school musical theatre across Berrien, Van Buren, and Cass Counties in Michigan and St. Joseph and Elkhart Counties in Indiana. Presented by LMC's Visual & Performing Arts (VPA) Department, led by Robert Lunn, Kris Zook, Mindy McCaffrey, and Shalico Sain, the event recognized more than 700 students from 12 high schools, with awards presented in 13 performance and technical categories. Edwardsburg High School's *Newsies!* led the evening with four wins, including Outstanding Musical Production. All nominees received a Red Hawk Scholarship and written feedback from arts professionals, with lead actor recipients earning \$1,000 Sierra Loughrin Scholarships. The event highlighted LMC's continued commitment to cultivating and celebrating local arts talent.



WAVE Award winners celebrate!

STUDENT AFFAIRS DEPARTMENT REPORTS

Dr. Ken Flowers, Executive Vice President

STUDENT SUCCESS

Athletics

- Softball: The softball team finished 15-9 in conference play. They came in 2nd in the Western Conference and clinched a spot in the Region XII Great Lakes District A Softball Championship. They lost in the semi-finals to Mid-Michigan, to finish the season with a 26-17 overall record.
- Baseball: The baseball team finished 6-19 in conference play, coming in 5th place in the Western Conference. They finished the season with an overall record of 18-22.

Spring Sports Post-Season Awards

- Softball:
 - *Breanna Franks*
 - *MCCAA Western Conference First Team*
 - *Savannah Karver*
 - *MCCAA Western Conference Second Team*
 - *Lexie McCarty*
 - *MCCAA Western Conference Second Team*
 - *Kursten Smith*
 - *MCCAA Western Conference Second Team*
 - *Kamryn Holland*
 - *MCCAA Western Conference Honorable Mention*
 - *Ashley McKenney*
 - *MCCAA Western Conference Honorable Mention*
 - *Savannah Hamilton*
 - *MCCAA Western Conference Honorable Mention*
- Baseball:
 - *Ben Meyers*
 - *MCCAA Western Conference First Team*
 - *MCCAA Western Conference All-Freshman Team*
 - *Nick Moss*
 - *MCCAA Western Conference Second Team*
- We are currently looking for a Head Softball Coach.

Campus Life

Planning has started to take place for the upcoming year. We are also looking to fill a Campus Life vacancy.

Housing Construction:

- Apartments 120, 122, 220, 222, 320, and 322 will be closed and under construction during Summer 2025.

Summer 2025:

- Summer Students

- (18) Summer Students Moved in
- Interns
 - (34) Whirlpool - Moved in 5/17-18 & 6/1
 - (3) Keurig Dr. Pepper - Moving in 6/1
 - (2) House of David - Moved in 5/17-18
 - (1) DeGroot - Moving in 5/17-18
 - (4) Corewell - Moving in 6/1 & Various June Dates
- Intern Move-Out
 - Whirlpool, Keurig Dr. Pepper, House of David, DeGroot: August 8th-10th
 - Corewell: Various Dates
- Fall 2025:
 - (289) Total Applications
 - (194) Secured Spots - FULL
 - (81) Returners
 - (113) New Applicants
 - Waitlist Statuses
 - (2) Returners on Waitlist
 - (8) New Applicant Waitlist \$250 Deposits
 - (20) New Applicants without \$250
 - (9) New Applicants waiting on Background Checks
 - (67) New Applicants without \$30 Application Fee
 - Move-In Dates
 - 7/30-31: Volleyball, Cross Country, & Men's & Women's Soccer - 40 Students
 - 8/16-17: RAs, Baseball, & Softball - 48 Students
 - 8/27-28: General Population - 92 Students
 - Summer to Academic Year Stayovers: 14 Students
 - Move-In Day Resource Tables
 - Resources have been reached out to welcome students on campus while they move-in.
 - Resources: SWBA, Safety/Security, SSS, Start to Finish, Advising, Tutoring, Career Services, Bookstore, and other volunteers.
 - Fall Training(s) Preparation
 - Resident Assistant Training has been scheduled with resources both on campus and from the community
 - Manuals for RA, FDA, and On Call Admins are being updated
 - Front Desk Assistant Recruitment begins 7/1
 - Fire Extinguisher Training, Fire Drills, and CPR/First Aid Trainings have been scheduled.

Student Well-Being & Accessibility

The Student Well-Being & Accessibility department concluded the Spring Semester by continuing to provide essential services, including individual mental health counseling and basic needs insecurity services to support student retention and success. In the Spring 2025 semester, Student Well-Being & Accessibility provided 360 individual student counseling appointments, meeting with 93 unique individual students, while also providing 32 mental health programs/presentations. A total of 51 disability intake appointments were provided to ensure equitable access and support for students.

Director **Leslie Navarro** and Counselor **Rhi Cross** participated in Grad Fair to ensure clear access to accommodations for the Commencement ceremony. Their proactive presence

allowed them to prepare for five accommodation requests in advance and respond to an additional ten requests from students and families during the event.



Leslie Navarro and **Rhi Cross**
participating in the Grad Fair.

Graduation is one of our team's favorite celebrations. We had nine current counseling students walk at graduation, with many more transferring to 4-year institutions or entering the workforce.

Counselor **Rhi Cross** was invited back by four Berrien County high schools to present on the college accommodation process. She has established strong partnerships with these schools to deliver presentations to both students and their families. Her sessions offer detailed guidance on navigating college accommodations, including common examples and key differences between high school and college processes. As a result, Student Well-Being & Accessibility has seen a direct increase in students proactively engaging in the disability intake process.

On March 26, Counselor **Rachel Heidema** hosted her annual "Success in Bloom" event, celebrating with 40 graduating students. To mark the occasion, she helped each student create and care for their own succulent plant.

Counselor **Rachel Heidema**, in partnership with Student Life, proudly hosted the second annual De-Stress Fest, engaging 73 students in calming activities aimed at promoting relaxation just in time for finals week. She coordinated with community partners to offer free massages, sound therapy, art activities, and local food. Student feedback indicated that they both enjoyed and benefited from participating in the event.

Counselors **Rhi Cross** and **Rachel Heidema** partnered with the Upward Bound team and students to deliver an engaging presentation on "Healthy Relationships." The session combined educational content with interactive discussions covering friendships, dating, and social media, and included fun, hands-on activities to reinforce key concepts.



Counselor **Rachel Heidema** delivered a presentation to Upward Bound students, who engaged in interactive learning by creating keychains that highlight personal strengths and characteristics of worthiness.

During the Spring 2025 semester, Counselor **Rachel Heidema** oversaw the fulfillment of 1,119 orders through the Red Hawk Refuel Pantry, serving 321 unique students, including 122 Beckwith Hall residents. The pantry continues to partner with Feeding America and local community farms to provide access to healthy food options. As a vital resource, the Red Hawk Refuel Pantry supports student well-being, academic success, and the ability to thrive both in and out of the classroom.



Spring 2025 Data for the Red Hawks Refuel Pantry and Snack Shacks.

Director **Leslie Navarro** partnered with Dean of Student Success and Support Services **Sara Skinner** and Associate Dean of Learning Resources **Daniel Campbell** to conceptualize, develop, and submit a “Go Big” Grant award by the Michigan Department of Lifelong Education, Advancement, and Potential. The grant focused on developing and implementing a “Student Success Center” that includes a transformative initiative designed to centralize and expand support services for students, with a focus on equity, access, and improved outcomes. If approved, the comprehensive project will integrate professional advising, success coaching, mental health and wellness services, basic needs insecurity supports, and digital literacy and online learning readiness into one coordinated, student-centered hub.

Teaching Learning and Distance Education (TLDE)

- The Math Lab, under the leadership of math instructor **Julie Fugate**, launched services in Spring 2024 and hosted a new series of workshops throughout 2024-2025. These workshops provided additional specialized assistance to students in introductory math courses.
- The office of Teaching, Learning, and Distance Education (TLDE) enhances the student classroom experience by providing comprehensive pedagogy, assessment, and technology support to faculty. In Spring 2025, TLDE hosted a viewing of the Online Learning Consortium’s Innovate conference, bringing this national forum on best practices in online learning to our faculty.
- Learning designer **Dr. Kelsey Dailey** has begun serving as the college’s coordinator for co-curricular assessment. As co-curricular assessment becomes an assumed practice under the Higher Learning Commission’s revised criteria in Fall 2025, her expertise and leadership in this area will assure the continued continuous improvement of student learning outside the classroom.
- Throughout the 2024-2025 academic year, TLDE completed numerous projects to align services with the college strategic plan and a framework of accessibility, authenticity, and consistency. These themes have become increasingly important

as the college responds to advances in artificial intelligence and increased scrutiny from accreditors and regulators. These projects included the revision of our new Distance Education Teaching Certification course, which all faculty complete, and the revision of our Canvas Essentials course to include a focus on digital accessibility and usability. The projects were spearheaded by distance education learning designer **Filippo Tagliati** and LMS administrator **Josh Bolakowski**.

- The William Hessel Library, led by librarian **Beth Martin**, continues to provide comprehensive services to students, employees, and the public. On the initiative of library specialist **Kaelyn Goss**, the library has recently expanded its specialty collections to meet requests from these audiences and has begun a diversity audit of its collection to ensure library materials reflect a broad range of perspectives.
- Testing and Tutoring Services is certified by the College Reading and Learning Association to provide its nationally recognized training to our peer and professional tutors. Revised regularly and delivered by tutoring coordinator **Robin Allen**, technology specialist **Dan Gerstenberger**, and manager **Linda Walker**, this training ensures our tutors remain current in learning assistance pedagogy and other skills to help all students succeed in their courses.
- Testing and Tutoring Services and Athletics continued their multiyear partnership delivering the Athlete Study Tables program three times weekly to all student-athletes throughout the fall and spring semesters. This program has been successful in helping our student-athletes maintain consistently high academic performance.

Start to Finish

- Start to Finish had 18 graduates this year. This is the highest number we've ever had. Our previous high number was seven.
- One of our Start to Finish students, **Dajah Parker**, was the SSS Student of the Year, President of PTK, a speaker at graduation and has a full ride scholarship to pursue her bachelor's degree at Ferris State University.

As of June 10, 2025

Employment Report:

Positions Posted or in the Hiring Process:

- Administrative Assistant, Student Well-Being & Accessibility (Part-time)
- Director, Human Resources
- Faculty, Computer Information Systems (2 openings)
- Generalist, Admissions
- Generalist, Bertrand Innovation Center (Part-time)
- Head Coach, Athletics- Women's Softball
- Lecturer, English
- Nursing Instructor/Simulation & Skills Lab Coordinator
- One Stop Specialist
- Registrar
- Web Master

Position Change:

- Pamela Coyer-James - Sonography Clinical Coordinator and Faculty, Diagnostic Medical Sonography
- Susan Wilczak - Faculty, Art

Separations:

- Alex Castillo - Staff Accountant
- Pat Pomeroy - Cashier/Accounts Receivables Clerk

New Hires

- Marc Waite - Accountant, Expenses & Accounts Payable
- Francesca Lassandro - Administrative Assistant, Arts and Sciences
- Ben Burton - Director, Financial Aid (starting June 30)
- Amy Scheerhorn - Faculty, Math (starting July 28)
- Kate Luther - Lecturer, Art (starting July 29)
- Laura DeKreek - Non Student Accounts Receivable Specialist (Part-time)
- William Cadwell - Payroll Accountant (starting June 30)

Lake Michigan College

Statement of Cash Flows (General & Restricted Funds)

April 30, 2025

4/30/25

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 20,757,000
Cash Received from Tuition	10,340,000
Cash Received from Appropriations	5,357,000
Cash Received from Grants	1,197,000
Cash Received from Interest	877,000
Cash Received from Foundation, Grants & Fundraising	83,000
Cash Received from Grant Admin Fees	70,000
Cash Received from Other Operations	187,000
Cash Received from (Paid for) Auxiliary Operations	204,000
Cash Paid to / on behalf of Employees	(22,886,000)
Cash Paid to Vendors	(6,482,000)
Cash Paid (Received) from Restricted Funds	(1,000)
Cash From Operations	\$ 9,703,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	5,028,000
Cash Paid for Capital Assets	(4,045,000)
Cash on Hand (Used) for Capital Assets	\$ 983,000

Financing Activities:

Paid on Debt - Principal	(3,934,000)
Paid on Debt - Interest	(454,000)
Cash Paid on Debt	\$ (4,388,000)

Net Increase (Decrease) in Cash

\$ 6,298,000

Cash at beginning of year

\$ 41,955,000

Cash at April 30, 2025

\$ 48,253,000

Lake Michigan College
Balance Sheet (General & Restricted Funds)
April 30, 2025

	4/30/25	4/30/24	Change	
Cash & Investments, Total	\$ 48,253,000	42,889,000	5,364,000	13%
Less: Designated Reserves	\$ (16,159,000)	\$ (19,707,000)	\$ 3,548,000	-18%
Cash Undesignated *	32,094,000	23,182,000	8,912,000	38%
Accounts Receivable, Net	3,572,000	5,293,000	(1,721,000)	-33%
Prepaid Expenses & Other Assets	613,000	780,000	(167,000)	-21%
Fixed Assets, Net of Depreciation	83,706,000	86,600,000	(2,894,000)	-3%
Total Assets	\$ 136,144,000	\$ 135,562,000	\$ 582,000	0%
Payables	\$ 7,358,000	\$ 6,879,000	\$ 479,000	7%
Deferred Revenues	496,000	1,876,000	(1,380,000)	-74%
Debt	21,254,000	25,182,000	(3,928,000)	-16%
Pension Liability, Net	17,701,000	19,505,000	(1,804,000)	-9%
Total Liabilities	46,809,000	53,442,000	(6,633,000)	-12%
Net Assets	89,335,000	82,120,000	7,215,000	9%
Total Liabilities + Net Assets	\$ 136,144,000	\$ 135,562,000	\$ 582,000	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
Income Statement (Operating & Auxiliary ONLY)
April 30, 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	\$ 11,110,003	\$ 10,626,643	\$ 418,000	4%	\$ 11,812,444	94%	\$ 9,556,937	\$ 10,562,767	90%
Scholarships & Waivers	(305,565)	(390,081)	85,000	-22%	(425,900)	72%	(621,310)	(652,750)	95%
Bad Debt	(30,568)	(368)	(30,000)	8152%	(90,700)	34%	(446)	(110,001)	0%
Tuition & Fee Revenue, Net	10,773,870	10,236,194	538,000	5%	11,295,844	95%	8,935,181	9,800,015	91%
Non-Credit Tuition & Fee Revenue	\$ 184,836	\$ 164,106	21,000	13%	\$ 354,340	52%	\$ 121,669	\$ 245,066	50%
Property Taxes, Gross	20,856,355	20,105,090	751,000	4%	21,250,001	98%	18,940,944	19,910,942	95%
Collection Costs & Other Deductions	(99,691)	(102,547)	3,000	-3%	(105,000)	95%	(83,973)	(89,350)	94%
Property Tax Revenue, Net	20,756,665	20,002,543	754,000	4%	21,145,001	98%	18,856,971	19,821,591	95%
Base	4,081,768	3,566,580	515,000	14%	6,423,194	64%	4,022,844	7,244,900	56%
Supplemental - MPSERS Funding	1,275,508	1,275,508	-	0%	1,275,508	100%	957,981	1,521,377	63%
State Appropriations	5,357,276	4,842,088	515,000	11%	7,698,702	70%	4,980,825	8,766,277	57%
Grants and Contracts	70,164	59,802	10,000	17%	72,292	97%	76,053	91,938	83%
Donations & Fundraising	83,341	301,379	(218,000)	-72%	352,513	24%	147,493	455,860	32%
Interest Income	877,139	796,670	80,000	10%	956,000	92%	838,429	1,015,092	83%
Other Revenue	187,324	219,229	(32,000)	-15%	253,857	74%	230,122	259,199	89%
Beckwith Hall	745,199	729,556	16,000	2%	728,467	102%	655,098	672,859	97%
Mendel Center - Conference/Event Services	30,596	(11,563)	42,000	-363%	-	-	(75,376)	(42,679)	177%
Mendel Center - Mainstage	(73,235)	(102,950)	30,000	-29%	(141,858)	52%	(222,290)	(216,561)	103%
Mendel Center - Economic Club	-	-	-	-	-	-	-	(915)	0%
Mendel Center - Operations Administration	-	-	-	-	-	-	-	-	-
Mendel Center - Building Costs	(464,319)	(471,709)	7,000	-1%	(567,891)	82%	(406,425)	(498,626)	82%
Hawk's Nest Café	(36,020)	(49,412)	13,000	-26%	(56,000)	64%	(29,519)	(38,187)	77%
Winery Management	-	-	-	-	-	-	-	-	-
Auxiliary Operations, Net	202,221	93,922	108,000	115%	(37,282)	-542%	(78,512)	(124,108)	63%
TOTAL REVENUE	\$ 38,492,835	\$ 36,715,933	\$ 1,777,000	5%	\$ 42,091,267	91%	\$ 34,108,230	\$ 40,330,931	85%
Expenses									
Wages	\$ 15,599,146	\$ 15,421,984	177,000	1%	\$ 18,042,552	86%	\$ 14,479,785	\$ 16,329,239	89%
Benefits	8,226,822	8,094,969	132,000	2%	9,180,760	90%	7,413,782	8,725,591	85%
Labor Costs	23,825,968	23,516,952	309,000	1%	27,223,311	88%	21,893,567	25,054,830	87%
Professional services	1,752,176	2,278,499	(526,000)	-23%	2,580,807	68%	2,197,597	2,545,119	86%
Travel, Communications, & Other	2,120,133	2,290,161	(170,000)	-7%	2,745,968	77%	2,091,386	2,272,559	92%
Building Costs (Non-Auxiliary)	2,449,365	2,575,913	(127,000)	-5%	3,075,062	80%	2,369,789	2,855,025	83%
Supplies & Materials	793,736	880,177	(86,000)	-10%	996,372	80%	774,885	892,113	87%
Minor Capital	44,526	17,170	27,000	157%	20,600	216%	11,378	34,153	33%
Loss (Gain) on Asset Disposal	(1,000)	-	(1,000)	-	-	-	-	3,295,822	0%
TOTAL EXPENSES	30,984,903	31,558,872	(574,000)	-2%	36,642,121	85%	29,338,601	36,949,621	79%
NET INCOME - before Depreciation, Interest & Transfers	\$ 7,507,932	\$ 5,157,061	\$ 2,351,000	46%	\$ 5,449,146	138%	\$ 4,769,629	\$ 3,381,310	141%
Interest Expense	343,712	-	344,000	-	-	-	358,045	442,481	81%
Depreciation	3,767,510	3,963,466	(196,000)	-5%	4,758,693	79%	4,025,170	5,290,044	76%
Transfers	-	-	-	-	-	-	-	393,726	0%
NET INCOME - after Depreciation, Interest & Transfers	\$ 3,396,710	\$ 1,193,595	\$ 2,203,000	185%	\$ 690,453	492%	\$ 386,415	\$ (2,744,942)	-14%

* Board approved budget as adjusted for revisions

ADJOURNMENT MOTION by Mr. Grover with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:31 p.m.

A handwritten signature in black ink, appearing to read "Mark D. Weber". The signature is written in a cursive style with a large, stylized "M" and "W".

Mark Weber
Lake Michigan College Board Secretary