



MINUTES FOR BOARD OF TRUSTEES – AUGUST 19, 2025 MEETING

19/08/2025 | 05:02 PM - 05:29 PM

Todd Center Board Room

CALL TO ORDER

Board Chair Joan Smith called the meeting of the Lake Michigan College Board of Trustees to order on August 19, 2025, at 5:02 pm.

PLEDGE OF ALLEGIANCE

Board Chair Smith opened the meeting with the Pledge of Allegiance.

ROLL CALL

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

MINUTES FROM PREVIOUS MEETING

The meeting minutes from the June 17, 2025, and July 7, 2025 Board meetings were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATION FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke began his report by asking Mr. Doug Schaffer, Vice President, Advancement & Community Impact & Executive Director, Lake Michigan College to provide a few updates.

Mr. Schaffer updated the Board on the following:

- West Campus Project - the soccer, baseball and softball fields are ready for use. Students are currently practicing on the fields. A field dedication will occur on September 20, 2025.
- Jenkins Theatre - the college has moved to a rental model for the Jenkins Theatre. We currently have four shows booked for this upcoming year. The college is in negotiations to add a few more shows to the lineup. Mr. Schaffer praised the work of the Facilities team, Laura Kraklau in Marketing and Bailey Hermann in Facilities for all their work to make shows happen.

Ms. Mel Grau, Dean of Student Life and Engagement, introduced Ms. Leah Coyle, Director, Residence and Student Life, who introduced the six Resident Assistants (RAs) that will be working at Beckwith Hall this academic year.

Dr. Kubatzke also discussed the following items:

- Fall classes begin in two weeks.
- The pavement work next to the Todd Center will become 8-12 Pickleball courts.
- An employee breakfast will be held on Tuesday, August 26, 2025.

NEW BUSINESS

October Board Meeting

Action: The College Administration recommends that the Board of Trustees hold its October monthly meeting on Tuesday, October 28, 2025.

Motion by Mr. Grover with support by Ms. Burghdoff to hold the October Board of Trustees meeting on Tuesday, October 28, 2025.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

Motion Approved

Proposed Contract Between Lake Michigan College and Kinexus Group

Lake Michigan College seeks Board pre-approval to enter into a contract with Kinexus Group for the development and expansion of apprenticeship and pre-apprenticeship programming aligned with regional workforce needs.

Contract Term:

- Initial Term: July 1, 2025 – December 31, 2026
- Extension Clause: The agreement may be extended upon mutual consent based on performance, expanded duties, and availability of funding. Any extensions would include revised budget allocations and updated deliverables.

Scope of Work:

- Under this contract, Lake Michigan College will provide curriculum and platform development services, including:
- Creation of three new Registered Apprenticeship Programs (RAPs)
- Expansion of three existing RAPs
- Creation of three new Pre-Apprenticeship programs
- Expansion of three existing Pre-Apprenticeship programs
- Target industries include Viticulture, Agricultural Production, and Project Management
- Programs will incorporate stackable credentials to support career pathways and workforce advancement.

Strategic Alignment:

This partnership supports LMC's workforce development mission and strengthens its role in preparing students for in-demand careers. It also reinforces existing collaborations with Kinexus and promotes economic growth through credentialed training in critical regional sectors.

Action: It is recommended that the Lake Michigan College Board of Trustees approve the reimbursable cost provision within the proposed contract between Lake Michigan College and Kinexus Group, with total reimbursable expenses not to exceed \$104,175.

Motion by Ms. Burghdoff with support by Mr. Weber to approve the reimbursable cost provision within the proposed contract between Lake

Michigan College and Kinexus Group, with total reimbursable expenses not to exceed \$104,175.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

Motion Approved

POLICIES FIRST READ – FOR REVIEW

Chair Smith asked the Board to review the policy outlined in the agenda (and listed below) and be ready for discussion and/or approval at the next Board of Trustees meeting.

- Sick Leave & Earned Sick Time

DEPARTMENT REPORTS

Academic Affairs Department Report

Dr. Ken Flowers, Executive Vice President

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

- The Police Academy graduation is scheduled for August 27, 2025
- The Leadership Accelerator program will begin a new cohort in South Haven in October. We have had great success with the Leadership Accelerator program and will be offering a Management Accelerator program this fall.

*Please reference the Board agenda to review the full department report.

Student Affairs Department Report

Ms. Mel Grau, Dean of Student Life and Engagement

Ms. Sara Skinner, Dean of Student Success and Support Services

Ms. Grau updated the Board on the following Student Affairs items:

- Fall Beckwith Hall residents will be moving into the hall on August 27, 2025 and August 28, 2025 from 9 am - 5 pm
- Welcome Week begins on September 2 with welcome tables at each building. A sign-up link will be provide to the Trustees through Ms.

Pam McVay. If anyone would like to volunteer at a table please use the link.

- The annual Resource Fair is scheduled for September 9, 2025 and September 10, 2025. This is a great opportunity for students to sign up for clubs and find out about the many resources LMC offers.

Ms. Skinner updated the Board on the Following Student Affair items:

- An estimated 500 students attended New Student Orientation over the summer. The orientations were spearheaded by Ms. Casey Dubina, Director, Advising & Career Services. Students that attended orientation ranged in age from 17-75.
- Upward Bound just wrapped up its summer programming for Benton Harbor 9th - 12th grade students where they focused on literature, composition, and math.
- Mr. Ben Burton, Executive Director of Financial Aid, has made great strides with financial aid processing for students in preparation for Fall semester.

*Please reference the Board agenda to review the full department report.

Finance Department Report

Ms. Kelli Hahn, Chief Financial Officer

Ms. Hahn stated there is no additional information to report.

*Please reference the Board agenda to review the full department report.

ADJOURNMENT

Motion by Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:29 pm.



Mark Weber
Lake Michigan College Board Secretary