

## **MINUTES FOR BOARD OF TRUSTESS – December 16, 2025, MEETING**

12/16/2025 | 05:05 PM - 05:35 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 December 16, 2025, at 5:05 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, Mr. Brian Dissette, Ms. Mary Jo Tomasini and Mr. Mark Weber

### **SETTING OF AGENDA**

Agenda stands as written.

### **MINUTES FROM PREVIOUS MEETINGS**

The meeting minutes from October 28, 2025, and November 17, 2025 Board meetings were approved as presented with a voice vote by all trustees present.

### **PETTITIONS AND COMMUNICATION FROM THE FLOOR**

None

### **PRESIDENT'S REPORT**

Dr. Kubatzke began his report by noting that fall final exams were held last week and that the college will be closed from December 23, 2025, through January 4, 2026. He also reported that planning has begun for the Annual Student Benefit

Auction. Carolyn Hanson has agreed to serve as the auction chair, and Sturgis Bank will be a sponsor.

## **NEW BUSINESS**

### **President Search**

**Action:** After considering all the information that has been provided, the Board of Trustees authorizes Lake Michigan College administration to enter into contract negotiations with Dr. Ken Flowers for the role of President.

**Motion** by Mr. Weber with support by Ms. Burghdoff to enter into contract negotiations with Dr. Ken Flowers for the role of President.

**Roll Call Vote** - Chair Smith asked the board secretary for a roll call vote.

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

**Nays:** None

### **Motion Approved**

### **Designated Fund Release - Free Textbook Funding**

As provided for in the Financial Reserves policy, the Board of Trustees has the ability to designate an amount of unrestricted assets for a defined use. In September 2024, the Board created the LMC Free Textbook Fund to supplement Foundation funding for the to maintain an adequate level of unrestricted cash to provide additional funding, if needed, for the one-year program that will provide textbooks for those students that qualify for the Michigan Community College Guarantee (CCG) at no charge. The designated fund was intended to provide contingency funding should student enrollment or other factors result in a cost in excess of available Foundation funding. Ultimately, this funding was not needed.

**Action:** Administration recommends that the Board of Trustees eliminate the designated fund known as the LMC Free Textbook Fund.

**Motion** by Mr. Grover with support by Ms. Tomasini to eliminate the designated fund known as the LMC Free Textbook Fund.

**Roll Call Vote** - Chair Smith asked the board secretary for a roll call vote.

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

**Nays:** None

### **Motion Approved**

#### **New Program: Cardiac Sonography (Echocardiography) Program**

**Action:** It is recommended that the Lake Michigan College Board of Trustees approve the development and implementation of a Cardiac Sonography (Echocardiography) Program.

**Motion** by Mr. Grover with support by Mr. Weber to approve the development and implementation of a Cardiac Sonography (Echocardiography) Program.

**Roll Call Vote** - Chair Smith asked the board secretary for a roll call vote.

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

**Nays:** None

### **Motion Approved**

#### **New Program: Gig Economy Certificate**

**Action:** It is recommended that the Lake Michigan College Board of Trustees approve the creation of the Gig Economy Certificate and its implementation within the A.A.S in Business.

**Motion** by Ms. Tomasini with support by Mr. Grover to approve the creation of the Gig Economy Certificate and its implementation within the A.A.S in Business.

**Roll Call Vote** - Chair Smith asked the board secretary for a roll call vote.

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

**Nays:** None

### **Motion Approved**

### **New Program: Studio Art Program**

**Action:** It is recommended that the Lake Michigan College Board of Trustees approve the creation of the Studio Art AAS program.

**Motion** by Ms. Tomasini with support by Mr. Grover to approve the creation of the Gig Economy Certificate and its implementation within the A.A.S in Business.

**Roll Call Vote** - Chair Smith asked the board secretary for a roll call vote.

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

**Nays:** None

**Motion Approved**

### **POLICIES SECOND READ - APPROVAL**

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

**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 presented.

**Roll Call Vote** - Chair Smith asked the board secretary for a roll call vote.

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

**Nays:** None

**Motion Approved**

### **POLICIES FIRST READ – FOR REVIEW**

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

- Background Checks - Employees & Employment Candidates

- Barter Arrangements
- Benefits for Contractors and On-Campus Partners
- Employee Handbook
- Flexible Schedule and Remote Work
- Grants - Subrecipient vs. Contractor Status
- Health Science Student Clinical Compliance
- Institutional Data Management
- Supervision of Instruction
- Travel Expenses

## **DEPARTMENT REPORTS**

### **Academic and Student Affairs Department Reports**

*Dr. Ken Flowers, Executive Vice President*

Dr. Flowers reported the following:

- *Melissa Emery*, Dean of Accreditation, Strategic Projects, and Quality; Accreditation Liaison Officer; and Clery Compliance Officer, has been named a Team Chair for the Higher Learning Commission. Ms. Emery is one of only three individuals in the state of Michigan to hold this role.
- The 2026 Leadership Accelerator Program will begin in January with 25 participants.
- The housing application is now open, and the college has already received 116 applications.
- Our men's soccer team had an outstanding season, earning more than 10 conference and regional awards.
- *Sara Skinner*, Dean of Student Success and Support Services, was recently admitted to Michigan State University to pursue a Master's degree.

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

## **ADJOURNMENT**

Motion by Ms. Burghdoff to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:35 pm.



Mark Weber  
Lake Michigan College Board Secretary