

## CALL TO ORDER

Board Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:00 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

## ROLL CALL

Present: John Grover, Vicki Burghdoff, Brian Dissette, and Mark Weber

## SETTING OF THE AGENDA

Board Chair John Grover stated that agenda stands as presented.

## APPROVAL OF MINUTES

The minutes from the of the August 15, 2023 Board meeting were approved as presented with a voice vote by all trustees present.

## PETITIONS AND COMMUNICATIONS FROM THE FLOOR

Mr. Doug Schaffer requested communication from the floor. Mr. Schaffer shared the sad news of the passing of Mr. Edward Todd. Mr. Schaffer shared a few words regarding Mr. Todd and his generosity over the years to college.

## PRESIDENT'S REPORT

Dr. Kubatzke introduced two new employees to the Board:

- Dr. Susan Tomica, Director, Physical Therapy Assistant
- Dr. David Krueger, Dean, Career & Workforce Education

Mr. Schaffer provided a presentation to the Board regarding the Mendel Center usage throughout the year. He highlighted various businesses, and community groups that use the space as well as non-profit programs and activities that occur at the Mendel Center.

Mr. Schaffer also provided an update to the Board regarding the renewals of the Foundation Board and committees.

## NEW BUSINESS

### CAPITAL REQUEST – ACCESS POINT REPLACEMENT

LMC currently has approximately 200 wireless access points located across each campus that have reached the end of their lifespan and are rapidly reaching the end of support. As they reached their end-of-life, they are also no longer supported by the vendor if technical issues arise, including security patches and updates. The access points are no longer under warranty and the models have been discontinued by the vendors. Due to their age the devices have become difficult to maintain, update, and component failure is a concern.

In compliance with the College's Purchasing Policy, a Request for Proposal for the Access Point replacements were issued. The RFP was sent to the following companies, and their responses are below:

Summit 360	\$228,075.00
Insight	\$233,255.46
Trace3	262,104.84
Howard Tech	\$290,246.00
CDWG	\$323,255.69

The proposal received was reviewed and graded relative to pre-determined criteria including specs, experience, capability, approach, fees, and references.

#### **ACTION:**

The original budget for this RFP was \$279,000.00. Summit 360 and Insight came in well below the budget. Upon examination of both responses, Summit 360 omitted an antenna from their bid and identified a 16-week lead time on shipping. Insight's response was approximately \$5,000 more than Summit 360 and provided a lead time of 42 days. As a result, the LMC IT department would like permission to reward the project to Insight. We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with the bidder, Insight, in an amount not to exceed \$233,255.46.

**MOTION** by Mr. Dissette with support by Ms. Burghdoff to approve the capital request – access point replacement.

#### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Mr. Weber, Mr. Grover, Ms. Burghdoff and Mr. Dissette

**Nays:** None

#### **MOTION APPROVED**

## **COMMUNITY COLLEGE LOCAL STRATEGIC VALUE RESOLUTION**

Section 230 of PA 103 of 2023, the Fiscal Year 2024 community colleges appropriations bill contains the qualifications that must be met to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

To demonstrate eligibility for this funding, Section 230 requires that each community college certifies compliance to the State Budget Office by means of a board of trustees resolution certifying that the college has met 4 of 5 best practices in each category. Further, each board resolution "shall provide specifics as to how the community college meets each best practice measure within each category."

### **ACTION**

It is recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category to prove its Local Strategic Value for the region it serves.

**MOTION** by Mr. Dissette with support by Mr. Weber to approve the Local Strategic Value resolution.

### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Mr. Grover, Ms. Burghdoff, Mr. Weber and Mr. Dissette

**Nays:** None

**MOTION APPROVED**

## MAIN BUILDING A-WING ROOF REPLACEMENT

The Main Building A-Wing roof above the second floor of the welcome lobby and the entry ramp has reached the end of its useful life and has been experiencing an increased number of repairs in the welcome lobby area. The project will remove the 23-yr old single layer membrane roof and provide a new single layer white membrane roofing system with recovery board. All flashings, roof penetrations, and roof edge details will also be addressed for repair and integration into the new roofing.

Progressive AE prepared the contract documents for bidding and LMC administrated the bid process. Bids were received on September 7, 2023, from five companies. Based on the review of the bid and post-bid interview, Division 7 Building Contractors, Inc. (Kalamazoo, MI) is recommended for award. Work is weather dependent and is planned to be completed in fall 2023. A project contingency of 7% is recommended for the overall project.

	<b>Base Bid - EPDM</b>
Division 7 Building Contractors, Inc. (Kalamazoo, MI)	\$143,800.00
Great Lakes Systems, Inc. (Jenison, MI)	\$178,170.00
Hoekstra Roofing Co. (Kalamazoo, MI)	\$220,845.00
Midland Engineering Co., Inc. (South Bend, IN)	\$228,700.00
Versatile Roofing Systems, Inc. (Grant, MI)	\$229,100.00

### **ACTION:**

The College Administration recommends that the Lake Michigan College Board of Trustees authorize a contract award for the Main Building A-Wing Roof Replacement project to Division 7 Building Contractors, Inc. (Kalamazoo, MI) in the amount of \$143,800.00 and approve the overall project budget \$153,000.00.

**MOTION** by Mr. Dissette with support by Ms. Burghdoff to approve the contract award for the Main Building A-Wing Roof Replacement project.

### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote

**Yeas:** Mr. Weber, Mr. Grover, Mr. Dissette and Ms. Burghdoff

**Nays:** None

### **MOTION APPROVED**

## MENDEL CENTER ENVELOPE REPAIRS – MASONRY & SEALANT

### Envelope Repairs

In 2019 an exterior envelope study was completed by SME for the Mendel Center; a similar effort as the Main building envelope study that informed the State Capital Outlay project. In November 2022 we further contracted SME, to create contract documents for bidding to trade contractors for the necessary repairs based on their completed study. The work has been divided into multiple packages. In August 2024, the Board of Trustees authorized the Mendel Center Envelope Repair project for a total project amount of \$1,100,000.

- Envelope Repairs – Masonry & Sealant

SME administered the masonry and sealant bid package which is part of the larger Mendel Center Envelope Repair project. Scope includes repairs to masonry, coping cap flashing, joint sealants, and minor concrete areas. Bids were received on September 6, 2023, from three companies. Based on the review of the bid and post-bid interview, D.C. Byers Co./Detroit Inc. (East Lansing, MI) is recommended for award. Work is weather dependent and is planned to begin in fall 2023 and continue into the spring of 2024. All work will be completed prior to the end of May 2024.

	<b>Base Bid</b>
Bornor Restoration Inc. (Lansing, MI)	\$373,455.00
D. C. Byers Co./Detroit Inc. (East Lansing, MI)	\$324,760.00
RAM Construction Services of Michigan, Inc. (Kentwood, MI)	\$339,000.00

### **ACTION:**

The College Administration recommends that the Lake Michigan College Board of Trustees authorize a contract award for the masonry and sealant repair package of the Mendel Center Envelope Repairs project to D.C. Byers Co./Detroit Inc. (East Lansing, MI) in the amount of \$324,760.00.

**MOTION** by Mr. Dissette with support by Mr. Weber to approve the contract award for the masonry and sealant repair package of the Mendel Center Envelope Repairs project to D.C. Byers Co./Detroit Inc. (East Lansing, MI) in the amount of \$324,760.00.

### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote

**Yeas:** Ms. Burghdoff, Mr. Grover, Mr. Dissette and Mr. Weber

**Nays:** None

### **MOTION APPROVED**

## **ULTRASOUND SYSTEM RFP**

The Mindray Counsel DC-88 Systems will provide scanning tools to bring the Sonography program lab up to industry standard. The New machines are equipped with iBeam (spatial compound imaging), High resolution iClear (Adaptive speckle reduction for 2D imaging), frequency compounding and transducers with 3T technology.

An RFP was sent out for 3 new ultrasound systems with accessories. Responses were received from American Medical Systems, GE Healthcare, and Philips. Based on cost, overall features, warranty and other criteria American Medical Systems proposal was selected for recommendation to the Board of Trustees.

American Medical Systems - \$145,450

GE Healthcare - \$169,989.12

Philips - \$249,030.76

### **ACTION**

We recommend that the Board of Trustees accept the proposal of American Medical Systems in the amount of \$145,500.

**MOTION** by Ms. Burghdoff with support by Mr. Weber to approve the proposal of American Medical Systems in the amount of \$145,500.

### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Mr. Grover, Mr. Dissette, Ms. Burghdoff and Mr. Weber

**Nays:** None

### **MOTION APPROVED**

## BOARD GOVERNANCE

Office of Origin:	Board of Trustees
Responsibility:	Senior Executive Assistant to the President / Secretary to the Board of Trustees
<u>Original</u> Date Adopted:	<u>07-29-82</u>
Dates Reviewed:	1-10-18, 3-25-21 (C), <del>4-5-23 (C)</del>
Last Date Board Approved:	<del>9-27-09, 1-23-18, 3-28-18x, x-23</del>

The Lake Michigan College (LMC or the College) Board of Trustees (the Board) has the responsibility to:

- a. Function as the legislative and policy making body of the College.
- b. Select, appoint, and employ a suitable person, who is not a member of the Board, as President of the College, who ~~shall have~~ has an educational background as fixed by law. The contract may not exceed ~~five~~ (5) years and the duties to be performed are determined by the Board.
- c. Establish policies, by-laws, ~~rules~~ and regulations for its own governance and for control and governance of the College ~~District~~.
- d. Review and pass on the recommendations of the President regarding personnel policies, chief administrative appointments, budgets, curricula, capital expenditures, and other matters of policy affecting the general welfare of the College.
- e. Protect and promote the College's public relations ~~in order to~~ inform the citizens of the District of the College's programs.
- f. Encourage ~~adequate~~ financial support of the College through local and state actions.
- g. Provide counsel and advice to the President regarding the administration of the College.
- h. Require of the President such periodic reports as the Board deems necessary to keep it properly advised on the administration of the College.

- i. Accept the moral obligation to provide such leadership and such service as will engender trust and confidence in education.
- j. Reserve to itself all of its legal responsibilities for the operation of the College.

**BOARD GOVERNANCE  
TABLE OF CONTENTS**

	Page
Legal Basis	3
Membership	3
Elections	3-4
Officers of the Board	5
Compensation and Expenses	5
Transaction of Business	6
Membership on Board of Trustees and Contracts	6
Committees of the Board	6
Meeting of the Board	6-8
Rules of Order for Meetings	8-9
Supplementary Rules of Order	9
Citizen Participation	9
Minutes of Proceedings	9
Records Available	10
Revision of Policies	10
Gifts	10
Community Use of College Facilities	10
	Special Federal and State Grants



Scholarships.....	10
.....	10
..... Accounting and Auditing	10
..... Authorized Expenditures	10-11
..... Building Change Orders	11
Policies.....	
..... Board Authorization for Use of College Name and Logo	11
..... Board Conflict of Interest Policy	11-16
..... Board Member Expense Reimbursement Policy	16
..... Purchase and Bid Policy	16
..... Traffic Policy	17

#### **Legal Basis**

- a. The State Constitution of 1963 provides the basis for community and junior colleges throughout Michigan.
- b. The Legislature shall provide by law for the establishment and financial support of public community and junior colleges, which shall be supervised and controlled by locally elected boards (Article VIII, Section 7).
- c. The Legislature, in fulfilling its constitutional mandate, passed the Community College Act of 1966. This legislation outlines the powers and duties of boards of trustees.

#### **Membership**

- a. The Board of Trustees, consisting of seven (7) members, is elected at large in the Community College District at the general elections of the state. Members are elected for six (6) year terms of office which are staggered so that two (2) and sometimes three (3) expire each two (2) years.
- b. Regular terms of office commence on January 1, following the date of the general state election.

- c. The general election laws of the state govern all elections.

### **Elections**

- a. Any qualified elector residing within the Community College District is eligible to be chosen as a board member.
- b. An elector of a Community College District must possess the following qualifications:
  - 1. United States citizenship
  - 2. ~~Eighteen~~ 18 years of age
  - 3. Resident of Michigan for ~~six~~ 6 months
  - 4. Resident of the College district for ~~thirty~~ 30 days
- c. Candidates for membership are nominated by petition as specified in the appropriate election laws. The nominating petitions of those seeking election to the Board ~~of Trustees~~ of a community college ~~shall~~ must be filed not later than 4:00 p.m. on the ~~sixtieth~~ 60 day prior to the date of the general election. The county clerk will provide the necessary information to candidates.
- d. The candidate for each term of office receiving the highest number of votes cast is elected. A certificate of election will be delivered to the candidates by the Board of Canvassers.
- e. Within 15 days after appointment or after the final canvass of the election, each person elected or appointed as a trustee must file with President's Office the following:
  - 1. Oath of Office
  - 2. Acceptance of Office
  - 3. Affidavit of Eligibility for Office
- f. The office of a member of the Board ~~of Trustees~~ becomes vacant immediately without declaration of any officer or the Board ~~of Trustees~~ or its members upon: ~~the~~ death of the incumbent; a court adjudicating insanity or mental incompetence; resignation; removal from office; conviction of a felony; ~~the~~ election or appointment being declared void by a competent tribunal; refusal or neglect to file ~~the~~ acceptance of office, or refusal or neglect to take and subscribe to the constitutional oath of office and deposit the same in the manner and within the time prescribed by law; and/or

ceasing to possess the legal qualifications for holding office, including the residence qualification.

- g. Whenever a vacancy in the Board ~~of Trustees~~ occurs, the remaining members of the Board by majority vote are empowered to fill the vacancy with a qualified elector of the Community College District. Any person so appointed holds office until the next regular College election, at which time the electors of the Community College District fill the office for the unexpired portion of the term.

#### **Officers of the Board**

The Board ~~of Trustees~~ officers are: Chair, Vice-Chair, Secretary, and Treasurer. No person can be elected to ~~two~~ consecutive terms ~~as Chair or Vice-Chair, Secretary and Treasurer may serve multiple, consecutive terms.~~ If a Vice-Chair assumes the role of Chair during the Chair's term, the Vice-Chair is still eligible to be elected into the Chair role for the next term.

##### **a. The Chair**

1. The Chair of the Board ~~of Trustees~~ is elected by the members of the Board from among their number and serves for ~~two~~ years.
2. The duties of the Chair are to preside at all meetings of the Board ~~of Trustees~~, to perform all duties prescribed by law and as directed by the Board ~~of Trustees~~, and to preserve order and to enforce rules. They appoint all Board committees unless otherwise ordered by the Board.
3. In addition to the duties prescribed by law or by rules of the Board, the Chair exercises such other powers as properly pertain to the office or as may be delegated by the Board.

##### **b. The Vice-Chair**

1. The Vice-Chair of the Board ~~of Trustees~~ is elected by the members thereof from among their number and serves for ~~two~~ years.
2. They perform the duties of the Chair in the absence of the Chair, or in case of refusal to perform duties.
3. They perform other functions as designated by the Board of

## Trustees.

### c. The Secretary

1. The Secretary of the Board ~~of Trustees~~ is elected by the Board ~~of Trustees~~ and is to be a member thereof who shall serve for ~~two~~ 2 years.
2. The Secretary is responsible for ensuring that records of all meetings are maintained and ~~that~~ all legal notices are posted, and that legal documents and ~~the maintenance of all~~ records of the Board ~~of Trustees~~ are available for public inspection.
3. If the Secretary is temporarily incapacitated or refuses to perform their duties, a Secretary pro tempore, who ~~shall~~ must be a member of the Board, may be appointed by the presiding officer, subject to the approval of the Board.
4. The Secretary performs the duties usually pertaining to their office and as are imposed by action of the Board ~~of Trustees~~.
5. The Executive Assistant to the President is responsible for posting legal notices; maintaining all records of the Board ~~of Trustees~~ for public inspection; sending each member of the Board prior to the meetings a copy of the minutes of the preceding Board meeting, and notifying the Board of all meetings.

### d. The Treasurer

1. The Treasurer of the Board ~~of Trustees~~ is elected by the Board of Trustees and is to be a member thereof who shall serve for ~~two~~ 2 years.
2. The Treasurer is charged generally with overseeing the management and reporting of ~~the College's~~ finances, and ~~will serve~~ serve as the Chair of the College's Finance Committee. In addition, the Treasurer is to work with the President and the Chief Financial Officer to ensure that appropriate financial reports are made available to the Board on a timely basis and that the annual budget and audit reports are presented to the Board for approval.

### **Compensation and Expenses**

No member of the Board ~~of Trustees shall will~~ receive compensation for their services as a member or ~~as~~ an officer. The members of the Board ~~of Trustees~~ may be reimbursed for expenses incurred in performance of Board functions approved by the Board in accordance with the [College's Board Member Expense Reimbursement policy](#).

### **Transaction of Business**

The Board ~~of Trustees shall will~~ transact all business at public legal meetings of the Board. No member of the Board ~~shall will~~ have power to act in the name of the Board outside of Board meetings.

### **Membership on Board of Trustees and Contracts**

~~A Board member cannot be interested directly or indirectly in any contract with the College District and they may not perform any labor or furnish equipment and supplies for compensation, unless there is public disclosure and approval by the Board of Trustees as mandated in~~ See the [Board of Trustees Conflict of Interest Policy](#).

### **Committees of the Board**

- a. Standing Committees -- ~~The Board oversees the Finance Committee which is a standing committee of the Board. The Finance Committee will consist of three members of the Board. The Board will appoint Finance Committee members annually. Each Finance Committee member will be financially literate. The Chair of the Finance Committee will be the Treasurer of the Board. The Finance Committee is currently the only standing committee; see the Finance Committee Charter policy.~~
- b. Special Committees of the Board -- The Board ~~of Trustees~~ may appoint special committees. A special committee reports recommendations to the Board for appropriate action. A special committee is dissolved when its report is accepted by the Board. All special committees are nominated by the Chair of the Board ~~of Trustees~~, who serves as an ex-officio member of the committee.
- c. The Board ~~of Trustees~~ may meet as a committee of the whole to review and appraise existing policies and College operations as occasion requires.

### **Meeting of the Board**

- a. Organizational Meeting - The Board ~~of Trustees~~ meets for organization on the first Monday in January following the date of the regular community college election. If the date of an organizational meeting falls on a legal holiday, then it is held on the next succeeding Monday, or at such time as the Board may determine.
- b. Regular Meetings - The Board ~~of Trustees~~ will annually announce the dates, time, and place of regular meetings. Should the day appointed for a regular meeting be a holiday, or as other circumstances may warrant, a meeting ~~shall will~~ be held at the discretion of the Chair and the Secretary of the Board ~~of Trustees~~ in consultation with the President of the College.

An adjourned regular meeting may be reconvened for the transaction of business normally scheduled for the regular meeting.

- c. Special Meetings - Special meetings of the Board ~~of Trustees~~ may be called by the Chair or by any ~~three 3~~ members of the Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting.
- d. Public notice requirements are specific to the type of meeting - For regular meetings of a public body, there ~~shall must~~ be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.

For a change in schedule of regular meetings of a public body, there ~~shall must~~ be posted within ~~three 3~~ days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting ~~shall must~~ be posted at least 18 hours before the meeting.

A meeting of a public body which is recessed for more than 36 hours ~~shall must~~ be reconvened only after public notice has been posted at least 18 hours before the reconvened meeting. 4| Open Meetings Act Handbook: State of Michigan

No business ~~shall may~~ be transacted except that for which the meeting is called, which ~~shall must~~ be stated in the agenda.

#### **Rules of Order for Meetings**

- a. Quorum - By statute, a ~~majority of~~ the full membership of the ~~Board of Trustees~~ constitutes a quorum unless otherwise provided. When the vote is taken on any motion before the Board, the quorum present, a majority of the members voting ~~shall will~~ determine the outcome thereof, provided there are at least ~~four 4~~ affirmative votes.

Goode vs. Department of Social Services 143Mich App 756 (1985) and Office of Attorney General, no. 6835 (January 13, 1995) ~~provide~~ for participation by a Board member in a Board meeting by telephone. Specifically:

A public body may conduct a meeting under the Open Meetings Act without ~~all~~ of the participants being physically present in the same room. The meeting would be held through a speaker phone and audible to everyone in the room.

Further, a quorum must be physically present to satisfy the requirement for a Board meeting to take place.

- b. Obligation to Vote - Every member present is obligated to vote on all questions, motions, and resolutions submitted for action, unless the member advises the presiding officer the desire to abstain. Whenever the vote is a tie, the question ~~shall will~~ be considered lost. The names of those voting yea or nay ~~shall will~~ be recorded, if desirable, through a roll call vote.
- c. Place of Meeting - All meetings of the Board ~~of Trustees are will be~~ held at the offices of the ~~College, unless~~ a different place ~~shall is~~ be designated by resolution, or in the notice of any special meeting.
- d. Order of Business - The usual order of business of the Board ~~of Trustees is~~ as follows:
- I. Call to Order
  - II. Pledge of Allegiance
  - III. Roll Call

- IV. Setting of the Agenda
- V. Approval of Minutes
- VI. Petitions and Communications from the Floor
- VII. Reports
- VIII. Old Business
- IX. New Business
- X. Information Item
- XI. Miscellaneous
- XII. Adjournment

- e. Motions - Rules of motion of the Board ~~of Trustees~~ are as follows:
1. A motion is out of order while another motion is being discussed, unless it is an amendment to the motion under consideration. Exceptions are the motion to adjourn, the motion to table a previous motion, or the motion to refer the motion being discussed.
  2. A copy of all motions ~~shall~~ will be carefully recorded, as well as the names of those who make motions and those who support motions when appropriate.
- f. Discussions - Discussions at Board ~~of Trustees~~ meetings ~~are~~ will be conducted in the following manner:
1. When non-Board members address the Board, the Chair ~~shall~~ will allot such person not more than ~~five (5)~~ minutes for a report ~~not and five (5)~~ minutes for other business, unless the time is increased or decreased by majority consent of the Board.
  2. When Board members discuss a matter:
    - i. The member first addresses the Chair, then the entire membership in an audible voice.
    - ii. The Chair may stop any discussion which does not apply to the motion last made; and may stop the discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time, and that period of time has expired.
    - iii. Aside from such limitation, a member may speak without interference for such period of time as they deem necessary.
- g. Call for a Vote - Any member of the Board may call for a vote on any question under discussion. Such a call may be overcome by a majority of



Board members present.

### **Supplementary Rules of Order**

Except as provided above, the rules of parliamentary procedure in Robert's Rules of Order ~~shall will~~ govern the Board in its deliberations. Rules may be suspended at any meeting by a majority vote of ~~Board~~ members present.

### **Citizen Participation**

Rules ~~in regard to~~ citizen participation in Board ~~of Trustees~~ meetings are as follows:

- a. Meetings of the Board ~~of Trustees~~ are to be open to the public.
- b. All citizen communications to the Board ~~of Trustees~~ must be addressed to the Board ~~of Trustees~~.
- c. Citizens who wish to present any matter of concern to the College are required to make written request to the Secretary of the Board ~~of Trustees~~ at least ~~one (1)~~ week prior to the meeting. This ~~shall come will be presented~~ under Miscellaneous in the order of business.
- d. Under special circumstances, and with the consent of a ~~majority of the~~ Board, the Chair of the Board may give visitors who have not presented a written request an opportunity to present problems to the Board. The Chair ~~shall will then~~ allot a visitor, at the appropriate time, not more than ~~three (3)~~ minutes unless the time is increased or decreased by the consent of the Board.

### **Minutes of Proceedings**

Rules ~~in regard to~~ the minutes of the proceedings of the Board ~~of Trustees~~ meetings are as follows:

- a. Minutes of the Board proceedings are prepared under the guidance of the Secretary and emailed by the Executive Assistant to the President to the members, when possible, at least ~~two (2)~~ working days before the time of the next meeting.
- b. Action on the minutes of the preceding meetings ~~shall will~~ be approved by the Board as the first official act of the regular meeting. Approved minutes are signed by the Chair and the Secretary of the Board.
- c. The official minutes are available electronically ~~in from~~ the President's office.

on the College's website, and in the College library under the direction of the Secretary of the Board.

#### **Records Available**

Records of meetings of the Board of Trustees are available to citizens for inspection at the College President's office during business hours, may be examined in the College library, or viewed on the College's website.

#### **Policies**

Policies may be revised, added to, or amended, at a regular meeting of the Board by a majority vote of the Board members. Proposed amendments may be voted on at any meeting following their presentation.

The current policies of the Board members are to be available to the College community. Those related to students will be in the College catalog and/or the student handbook. All policies will be available to employees on the College intranet, as well as posted to the College's website.

#### **Gifts**

The Lake Michigan College Foundation (the Foundation) was established in 1986 for the purpose of accepting gifts on behalf of Lake Michigan College. In the rare instance that a gift, at the donor's request, is contributed made directly to the College, the College will defer to the acceptance guidelines as outlined in the Lake Michigan College Foundation's Gift Acceptance Policy. The Board at its discretion may choose to accept or reject these gifts made to the College instead of the Foundation.

#### **Community Use of College Facilities**

The Trustees encourage the wide use of College facilities by the community it serves. The College Administration is authorized to enter into use and rental agreements with appropriate community groups as it sees fit. Rates charged and priorities for determining use are delegated to Administration.

#### **Special Federal and State Grants**

Federal and State grants, including fund matching grants, required of the local District may be accepted by the College Administration and reported to the Board as soon as possible at a regular meeting. Applications for grants and final acceptance of grants will be noted in the minutes of the Board meetings.

### **Scholarships**

The Board of Trustees has several scholarship programs in which it participates. The awards are given on the basis of demonstrated excellence in a subject area, for economic need, and others for a retiree grant program. Participation in federal and state programs provides greater opportunities for the citizens who reside in the Lake Michigan College District, and if possible, for those attending the institution as non-residents. **THIS IS NOT POLICY LANGUAGE.**



### **Accounting and Auditing**

Signatures for checks, drafts, notes or orders drawn against designated depositories for various College funds shall be valid only when an authorized electronic signature is used. **MOVED TO NEXT SECTION**

### **Authorized Expenditures**

The Board Chair and Treasurer of the Lake Michigan College District are authorized by electronic signature to pay approved obligations.

Signatures for checks, drafts, notes or orders drawn against designated depositories for various College funds shall be valid only when an authorized electronic signature is used. **MOVED FROM SECTION ABOVE**

The College Administration is charged to make with making finance reports at most regularly scheduled Board meetings.

### **Building Change Orders**

The Board authorizes the President, the Chief Financial Officer, and Vice President of Administrative Services to execute change orders in an amount not to exceed fifty thousand dollars (\$50,000), where it is in the best interest of the College to do so, reporting back to the Board of Trustees any such actions taken at the next regular Board meeting. The three named positions are also authorized to enter into negotiations with the architect, contractors, and other parties involved. Reports of such negotiations will be given at the next regular Board meeting. Major capital project activities will comply with the College's Purchasing Policy as well as the Capital Asset Procedure. **REMOVED AS IS IN THE FOLLOWING LINKED POLICY**  
See the Capital Asset policy.

### **OTHER BOARD POLICIES**

#### **Board Authorization for Use of College Name & Logo**

The use of the Lake Michigan College name by outside organizations in any

newspaper ads, radio, internet, television, posters, heralds, flyers, brochures, public service announcements, videos, press releases and any other promotional materials may be used only to identify the location of an approved event or class. Additional use of the Lake Michigan College name and logo by outside organizations must be approved by the College President or designee.

**REMOVED AS THIS IS NOT A BOARD POLICY BUT A MARKETING POLICY**

### **Board Conflict of Interest**

See Board Conflict of Interest policy.

**REMOVED THE BELOW AS IS IN THE ABOVE LINKED POLICY**

Lake Michigan College recognizes that effective college governance is promoted by attracting trustees who give of their valuable time and effort for the benefit of the college. The Board of Trustees functions best when trustees are drawn from varied backgrounds and are active professional and community members. The college respects the right of its trustees to engage in outside business, financial service, volunteer, and other activities, and believes that service to the college as a trustee should not be precluded solely by reason of duality of interest or possible conflict of interest. Conflicts of interest may arise from time to time and, under certain circumstances and if appropriately disclosed, may not disqualify a trustee from serving on the Board provided that adequate precautions are taken to guard against conflicts of interest in specific situations.

To assure the college's many constituents of the integrity of its endeavors, trustees should avoid situations in which external associations and interests could compromise or reasonably appear to compromise the college's business decisions. Accordingly, it is the policy of the college that each trustee shall act in a manner consistent with their responsibilities to the college, and make full disclosure of any relationship, position or interest that is in conflict with their duties as a trustee and college fiduciary. The purposes of this policy are, first, to require that trustees disclose actual and potential conflicts of interest, and second, to set forth standards and procedures for resolving conflict of interest situations when they arise.

---

This policy provides guidelines rather than a catalog of all instances that might give rise to conflicts of interest. A conflict of interest may be considered to exist in those instances where the actions or activities of trustee on behalf of Lake Michigan College also involve:

- (a) — the obtaining of a personal gain or advantage;
- (b) — an adverse effect on the college's interest; or

- (c) — the obtaining by a third party of an improper gain or advantage. Conflicts of interest can arise from one's employment or from one's business and personal relationships, as well as from other causes.

#### **DEFINITIONS**

As used in this policy, the following terms shall have the meanings prescribed.

1. A conflict of interest is a situation in which:
  - (a) — A trustee or any member of the trustee's immediate family has a material financial interest as owner, investor, officer, director, trustee, partner, employee, contractor, consultant, or recipient of a gift with any entity (person, firm, corporation, or organization) that supplies or receives funds, goods, services, or required approvals to or from the college, or proposes to do so in the foreseeable future;
  - (b) — A trustee has a continuing relationship with another college or with any other entity engaged in the delivery of postsecondary educational services such that the relationship may influence the exercise of the trustee's professional judgment on behalf of the college; or
  - (c) — A trustee or any member of the trustee's immediate family stands to benefit professionally or in a material financial way as the result of Board action on any matter.
  
2. A trustee's immediate family include the trustee's spouse or domestic partner; the trustee's child or stepchild, brother, sister, parent, grandparent, grandchild or the respective spouse of any of the foregoing; and any other person residing within the trustee's household.
  
3. A financial interest is presumed to be a material financial interest if it entails:
  - (a) — Any ownership or investment interest (including stock, options, a partnership interest or any other ownership or investment interest) valued at more than \$10,000, except equity in a publicly-traded company amounting to less than a five percent ownership interest in the company;
  - (b) — Receipt of non-dividend compensation (including salary, consulting or professional fees, royalty payments or other remuneration) of more than \$10,000 in any 12-month period, or the expectation of such compensation in the future;
  - (c) — Real property, personal property, intellectual property or any other

- interest valued at \$10,000 or more; or
- (d) A position of real or apparent authority in an outside entity, such as director, officer, trustee or partner.

- A trustee is not deemed to have a material financial interest in a publicly-traded entity solely by reason of an investment in that entity by another publicly-traded entity, such as through a mutual fund, of which the trustee does not control investment decisions.
4. A gift is any item, whether money, goods or services, of greater than nominal value received directly or indirectly by a trustee from any entity that supplies or receives funds, goods, services, or required approvals to or from the college, or proposes to do so in the foreseeable future. A gift can include the positive difference, if any, when the amount paid by a trustee for an item is subtracted from the item's fair market value. A gift can take the form of a loan on less than arm's length terms. Ordinarily, a gift valued at \$100 or less shall be considered a gift of nominal value.
5. College means Lake Michigan College and all related or affiliated organizations supporting or controlled by Lake Michigan College.

#### **TRUSTEES' OBLIGATIONS**

1. *Fiduciary Obligation.* Trustees have a fiduciary duty of loyalty to the college. At all times they should act in a manner consistent with their fiduciary obligation. They should exercise care that no detriment to the interests of the college (or the appearance of such detriment) may result from a conflict between those interests and any personal interest a trustee may have.
2. *Disclosure of Conflicts of Interest.* A conflict of interest is presumed to arise when the college has or is considering a transaction or other business relationship with a trustee or a member of a trustee's immediate family or with an entity in which the trustee or immediate family member has a material financial interest. A trustee who has a known material financial interest in, or other potential conflict of interest relating to, a pending or proposed matter before the Board shall promptly disclose to the Board the existence of the interest and other material information that the trustee may have regarding the transaction or arrangement.
3. *Annual Disclosure Form.* Each trustee shall annually sign and submit to the President's Office at the college a statement disclosing all material financial interests, known to the trustee, of the trustee or an immediate family member, in any outside entity with which the trustee knows the college has or is considering a transaction or other business relationship, or affirming

that the trustee knows of no such interests. Trustees are required to sign and submit an updated form when circumstances change.

4. **Duty to the College.** Trustees elected by a constituent body or serving ex officio must take special care to accept the functions and responsibilities as a trustee of the college and agree to carry out those functions and responsibilities in the best interests of the college as a whole and its intended beneficiaries. Such board members shall not regard themselves as delegates or representatives of special groups and constituencies. While it is appropriate for a trustee to present or explain the views of a particular constituency, it is not appropriate for a board member to serve as an advocate for the constituency.
5. **Gifts.** Trustees shall not encourage or accept gifts, favors or gratuities for themselves or for immediate family members from any individual or entity that to the trustee's knowledge has, or seeks to have, a business relationship with the college.
6. **Appropriation of College Opportunities.** If a trustee becomes aware of a business, investment or other potentially valuable opportunity that rightfully belongs to the college, and not to the trustee individually or another entity with which the trustee is affiliated, the trustee shall bring the opportunity to the attention of the Board.
7. **Confidentiality.** Trustees may not use confidential information acquired as a result of service to the college for any purpose unrelated to college business, or provide such information to any third party, without the consent of the Board. Wrongful use of college information includes, but is not limited to, use or disclosure of information to engage, invest or otherwise participate in any business, project, venture or transaction other than through the college.

#### **DETERMINATIONS OF CONFLICTS OF INTEREST**

1. The chair of the Board's Finance committee shall review annual disclosure statements to determine whether a material financial interest has been disclosed. If a material financial interest is disclosed or if the chair of the Finance committee has reason to believe that a conflict of interest exists, the chair of the Finance committee shall promptly obtain from the trustee making such disclosure or suspected of having a conflict any additional information about the current or proposed transaction or business relationship that may give rise to a conflict of interest that the chair of the Finance committee believes may be informative.
2. The chair of the Finance committee shall review the matter and determine whether there is a conflict of interest. If the chair of the Finance committee

determines that a conflict of interest exists, they shall so advise the interested trustee. If the chair of the Finance committee or the trustee involved believes that to do so is indicated, the matter may be referred to the chair of the Board. If the chair of the Finance committee or the chair of the Board is the trustee with the putative conflict, then, unless they elect recusal, the matter shall be referred to the Board.

3. If a conflict of interest determination is referred to the chair of the Board, it shall be the obligation of the chair of the Board to determine, in lieu of the chair of the Finance committee, whether a conflict of interest exists. If the chair of the Board or the trustee involved believes that to do so is indicated, the matter may be referred to the Board.
4. If a conflict of interest determination is referred to the Board, either following review by the chair of the Board or if disclosure is made in the first instance to the Board (for example, where a trustee becomes aware of a possible conflict of interest during or just before a meeting of the Board), then, unless the interested trustee elects recusal, the Board shall decide whether a conflict of interest exists. The Board may question the interested trustee, and the interested trustee shall have an opportunity to address the Board as to whether there is a conflict. The interested trustee shall leave the Board meeting while the disinterested members of the Board determine, by majority vote of those present and voting, whether the trustee has a conflict of interest.
5. In all instances in which either the chair of the Finance committee, the chair of the Board, or the Board is called upon to determine whether a conflict of interest exists, the presumption shall be that there is a conflict of interest and the presumption shall not be rebutted unless there is clear and convincing evidence that such a conflict does not exist. If it is determined that no conflict of interest exists, the interested trustee may join the meeting and participate fully in the discussion of and vote on the proposed matter.
6. If it is determined that a conflict of interest exists, then the interested trustee shall be absent from the room while the matter is considered by the Board, shall not participate in Board discussion of the matter, shall not speak to individual trustees about the matter before or during the meeting, and shall not cast a vote on the matter; and the minutes of the Board meeting shall include the notation that with respect to that particular matter the affected trustee did not participate in discussion and did not vote because of a disclosed conflict of interest.
7. If the Board determines that a trustee has a conflict of interest with respect to a particular matter requiring Board approval, the Board shall approve the



matter only upon a finding, by a majority vote of the disinterested trustees, that the transaction or arrangement is in the college's best interest, is for the college's benefit, and is fair and reasonable to the college. The Board may engage such consultants as it deems necessary or useful to assist in its determination of these issues.

8. Whenever the Board holds a meeting at which a trustee's interest in a matter is disclosed, a determination regarding the existence of a conflict of interest is made, or a matter with respect to which a trustee has a conflict of interest is considered, the Board's consideration of these issues shall be reflected in the minutes of the meeting.
9. This policy shall also apply to the proceedings of any Board committee or subcommittee and any other college body on which trustees serve. When a trustee becomes aware of a possible conflict of interest relating to their service on a Board committee, a Board subcommittee, or any other body, the trustee shall disclose the existence of the potential conflict to the chair of that subcommittee, committee or other body. In such instances, either the interested trustee shall recuse themselves from participating in further consideration of the matter, or the potential conflict shall be resolved in accordance with the process set forth in Part IV of this policy (it being understood that for this purpose the term "chair of the Finance committee" shall mean the chair of the pertinent committee, subcommittee or other body; the term "chair of the Board" shall mean the chair of the Board; and the term "Board" by itself shall mean such committee, subcommittee or body).
10. No transaction or action undertaken by the college shall be void or voidable, or may be challenged as such by an outside party, by reason of having been undertaken in violation of this Policy or the principles set forth herein.

#### **Board Member Expense Reimbursement Policy**

[See Board Member Expense Reimbursement policy.](#)

#### **REMOVED THE BELOW AS IS IN THE ABOVE LINKED POLICY**

The College Board recognizes the need for continuing involvement in College-related organizations, in-service training, and education for Board members. The Board encourages the participation of all members in meetings, conferences, and workshops at the local, regional, and national levels that are directly related to their duties as members of the Board. The Board also appoints members to represent the Board in certain College-related organizations.

A Board member attending a conference or meeting at the College's expense is expected to report back to the Board on the materials and topics covered.

Board members will be reimbursed for reasonable expenses incurred in attending Board-approved meetings and conferences.

Reimbursable costs are outlined in the College's *Travel & Expense Reimbursement* procedure.

Board members may attend any meeting or conference held by the Michigan Community College Association (MCCA) without prior approval.

Other conference attendance (e.g., Association of Community College Trustees (ACCT), American Association of Community Colleges (AACC)) must be approved in advance by the Board Chair.

The Board will have a travel budget each fiscal year to be used that will be established as part of the College's annual budget process.

Expenses will be reimbursed upon submission of an expense report to the Executive Assistant to the President.

To be reimbursable, expenses must comply with the College's *Travel & Expense Reimbursement* procedure, with the exception of the following:

- Itemized receipts are not required for meals, transportation, or lodging.
- References to the College's *Per Diem* procedure do not apply to the Board of Trustees.—The Board of Trustees will receive reimbursement for expenses actually incurred in accordance with the College's *Travel & Expense Reimbursement* procedure.

### **Traffic Policy**

[See the Traffic policy.](#)

#### **REMOVED THE BELOW AS IS IN THE ABOVE LINKED POLICY**

The administration was authorized March 23, 1970, to contact the Benton Township Police Department and to have them issue tickets for traffic control of specified areas, particularly the fire lanes.—This would enable the police to come on campus on an "on call" basis.

## DIGITAL ACCESSIBILITY

Office of Origin:	<del>Advancement &amp; Community Relations</del> President's Office
Responsibility:	<del>Director, Student Wellbeing and Accessibility</del> Advancement & Community Impact
Original Date Adopted:	5-21-19
Dates Reviewed:	5-21-19, 11-11-22, 7-19-23
Last Date Board Approved:	5-21-19

---

Lake Michigan College (LMC) is committed to providing digital resources and information and communications technology that are accessible to the widest possible audience regardless of ability. Accessibility is of critical importance to people with disabilities, including people with auditory, cognitive, physical, neurological, and visual disabilities, and is likewise important to those with limitations due to aging and technology resources.

### Definitions

**Accessible:** Affording a person with a disability the opportunity to independently acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an effective and integrated manner, with substantially equivalent ease of use. Although this might not result in identical ease of use compared to that of people without disabilities, it still ensures equal opportunity to the benefits afforded by the technology.

Accessibility is proactive compared to accommodations, which are insufficient for meeting this policy.

**Information and communications technology (ICT):** Information, content, and services used and delivered through the use of digital technology. Examples include websites, electronic documents, audio, video, web applications, mobile applications, and software, in addition to related, LMC IT hardware and other IT devices that are a part of the user experience.

### Standards

LMC is obligated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to ensure that people with disabilities can fully, equally and independently use LMC resources.

As set forth under Section 508 of the Rehabilitation Act of 1973, LMC meets Web Content Accessibility Guidelines (WCAG 2.1) to the fullest extent technically feasible.

## Scope

- All ICT developed by or for LMC
- All ICT LMC procures or uses, such as websites, apps, software, hardware, and media (including deliverables such as videos, pdfs and other files). Any contract must include a provision for a statement of conformance indicating that the work meets the required standard.

## Policy statements

- ICT will be monitored and remediated in a timely manner in accordance with WCAG 2.1 standards.
- A Digital Accessibility Subcommittee of the Accessibility Committee will meet regularly to monitor compliance with this policy and new initiatives. The committee membership will be comprised of faculty and staff with roles, responsibilities and expertise related to digital accessibility.
- Procedures will be written by the Digital Accessibility Subcommittee and reviewed and monitored by the Accessibility Committee.
- Periodic training will be made available through IT and Marketing and monitored by the Digital Accessibility Subcommittee.
- Periodic audits will be scheduled, conducted and monitored by IT, Marketing and the Digital Accessibility Subcommittee.

## Contact Information

Any concerns with the accessibility of digital content should be directed to the Accessibility Committee at [accessibility@lakemichigancollege.edu](mailto:accessibility@lakemichigancollege.edu)

- References:**
- Rehabilitation Act of 1973 (Section 504), 29 U.S.C.794, and its implementing regulation at 34 C.F.R. Part 104; Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. 12131 et seq., and its implementing regulation at 28 C.F.R. Part 35; WCAG 2.1
  - Digital Accessibility - Forms procedure
  - Digital Accessibility - Purchasing procedure
  - Digital Accessibility – Auditing procedure (in progress)
  - Digital Accessibility – Training procedure (in progress)

# GENERAL EDUCATION REQUIREMENTS FOR GRADUATES

Office of Origin:	Academic Affairs
Responsibility:	Provost and Vice President of Academic Affairs
Original Date Adopted:	11-22-05
Dates Reviewed:	01-16-20 <del>20</del>
Last Date <a href="#">Board</a> Approved:	08-30-16, 03-24-20 <del>20</del>
Approved by College Curriculum Committee:	07-27-16

---

The General Education requirements for graduates of Lake Michigan College ([LMC](#)) are as follows:

## AA, AS, and ABA Degrees\*

- One Course in English Composition; a second course in English Composition or one course in Communication ~~2 courses in English/Communications~~
  - ~~Must take ENGL 101 - AND - ENGL 102 or ENGL 103 or COMM 100 or COMM 101 or COMM 102 or COMM 215 or COMM 225 or COMM 235~~
- 1 course in Mathematics
- 2 courses in Natural Sciences (from at least two academic disciplines; all LMC science courses have the required laboratory experience)
- 2 courses in Social Sciences (from at least two academic disciplines)
- 2 courses in Humanities/Fine Arts (from at least two academic disciplines, excluding studio and performance classes)

## AAS and AGS Degrees\*

- One Course in English Composition; a second course in English Composition or one course in Communication ~~2 courses in English/Communications~~
  - ~~Must take ENGL 101 - AND - ENGL 102 or ENGL 103 or COMM 100 or COMM 101 or COMM 102 or COMM 215 or COMM 225 or COMM 235~~
- 1 course in Mathematics
- 1 course in Natural Sciences
- 1 course in Social Sciences
- 1 course in Humanities/Fine Arts

\*Courses taken to fulfill General Education requirements must be at the 100 level and above. ~~Transitional Studies courses do not fulfill General Education requirements.~~

Any course taken for Honors credit are also accepted.

Please use the College Catalog for a list of specific courses.

**References:** College Catalog

## NEW STUDENT ORIENTATION

Office of Origin: Student Affairs  
Responsibility: Director, Admissions; Executive Director, Advising & Financial Aid  
Original Date Adopted:  
Dates Reviewed: 7,19,23  
Last Date ~~Modified & Board~~ Approved:

---

Orientation facilitates the successful academic and personal transition of new and re-entering students and their families into Lake Michigan College (the College). Through the intentional interaction with incoming students, families, faculty, and staff, combined with specific programmatic elements, participants develop an understanding and appreciation of the academic, developmental, and social opportunities available, as well as knowledge of College and community resources.

Orientation dates for the following year will be set by November 15<sup>th</sup> and published on the College website. Online registration will be available one month prior to registration.

All degree, certificate, and dual enrolled students are required to complete an in person or online orientation. Students who are guests or taking personal interest classes will have access to the information as a resource.

Orientation is a part of the enrollment process and must be completed prior to registering for classes. Dual enrollment students need to complete orientation prior to classes beginning.

### POLICIES-2nd READ

The above new policies were presented to the Board of Trustees as a second read for review and/or approval.

1. Board Governance
2. Digital Accessibility
3. General Education Requirements for Graduates
4. New Student Orientation

#### **ACTION:**

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

**MOTION** by Mr. Dissette with support by Ms. Weber to approve the policy revisions as present.

#### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Ms. Burghdoff, Mr. Weber, Mr. Dissette and Mr. Grover

**Nays:** None

**MOTION APPROVED**



## POLICIES TO DELETE

### WEB ACCESSIBILITY

**\*Policy to be deleted due to replacement**

Office of Origin: Marketing Services  
Date Adopted: 5-21-19  
Date Reviewed: 5-21-19  
Last Date Modified & Approved: 5-21-19

Lake Michigan College (LMC) is committed to providing web content that is accessible to the widest possible audience regardless of ability. Accessibility of the web is of critical importance to people with disabilities including people with auditory, cognitive, physical, neurological, and visual disabilities, and is likewise important to those with accessibility needs due to aging.

LMC is committed to ensuring equal access for people with disabilities. As employees, current and prospective students, and existing and potential customers, they are important to the College's success and should not be excluded.

#### **Requirements**

LMC complies with Web Accessibility Standards set forth by WCAG 2.0 Technologies Accessibility Standards. In addition, any College acquisition or use of online content provided or developed by third parties (e.g., vendors, video-sharing websites such as YouTube, or other open sources) that the College chooses to make available on its website will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

#### **Procurement**

This policy applies to all web content developed by or for LMC and should be referenced within any contract of services or statements of work for web content, websites, services, or applications. Any contract must include provision for an independent statement of conformance stating that the work meets the required standard.

#### **Annual Training**

Accessibility training will be provided and required of all faculty, staff, and other authorized representatives prior to being given access to manage any online content through the Content Management System (CMS), Learning Management System (LMS), or through remote access to a web server.

This training will help content administrators produce accessible content, and assess and correct content that may be inaccessible. All content administrators will be required to attend Accessibility Training on an annual basis as long as they manage online content. The training will be facilitated, in whole or in part, by the Web Accessibility Coordinator.

## **Accessibility Audit**

An annual accessibility audit will be conducted under the direction of the Web Accessibility Coordinator during which information provided by the College through its online content is measured against the technical standard(s) adopted in the Web Accessibility Policy. All problems identified through the audit will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

Methods of evaluation can include, but are not limited to, automatic scanning, a manual checklist, and user testing, as defined below.

- **Automatic Scanning:** The use of automatic scanning tools is recommended as a quick way to determine a rough level of accessibility; however, these tools cannot be relied upon as the only means of assessment.
- **Manual Checklist:** A manual checklist can be a simple and quick guide to identify the most common accessibility issues, or extensive document which leads a development team through a thorough review.
- **User Testing:** User testing can identify accessibility challenges that may render a site or web-based service difficult for people with disabilities to use. Assistive technology should be used as part of user testing.

## **Contact Information**

Any concerns with the accessibility of online content should be directed to the Digital Communications Specialist, Room MC-120, 2755 E. Napier Avenue, Benton Harbor, MI 49022, (269) 925-6241.

**Responsibility:** Executive Director Marketing and Communications

**References:** Rehabilitation Act of 1973 (Section 504), 29 U.S.C.794, and its implementing regulation at 34 C.F.R. Part 104; Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. 12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35; WCAG 2.0 Technologies Accessibility Standards

## **ACTION:**

College administration recommends that the Board of Trustees delete the Web Accessibility policy as it will be replaced with the Digital Accessibility policy.

**MOTION** by Mr. Dissette with support by Mr. Weber to delete the policy.

## **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Mr. Dissette, Mr. Weber, Mr. Grover, and Ms. Burghdoff

**Nays:** None

**MOTION APPROVED**

## Department Reports

### **ACADEMIC AFFAIRS**

*Dr. Ken Flowers, Provost and Vice President of Academic Affairs*

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

- The Esports program is up and running. We currently have 32 students participating which creates 4 or 5 teams and we have a site at the South Haven campus.

### **ACADEMIC EXCELLENCE**

On August 3, Lake Michigan College announced the creation of a Marine Maintenance Technician Program in partnership with Macomb Community College.

### **COMMUNITY IMPACT**

On July 26, the South Haven Campus hosted the South Haven Visitors Bureau for their annual meeting. On July 31, the South Haven Campus hosted a community education course based on dementia and strategies to help loved one's suffering. On August 1, Lake Michigan College was represented at the SAFE Kids event in South Haven, sponsored by Bronson Hospital. On August 11, **Laura Henderson-Whiteford**, South Haven Admissions Representative, helped pass out information about the college and other items to onlookers at the South Haven Blueberry Festival.



**Laura Henderson- Whiteford** at South Haven Blueberry Festival

On Thursday, August 17, the Lake Michigan College choir performed a concert in the Hanson Theatre before an enthusiastic crowd. The choir was directed by **Rebecca Derbas-Selvidge**, Music Lecturer. They performed a wide range of repertoire spanning the last 100 years. The choir consisted of current students, *Wyatt Arms* and *Mel Weber*; alumni, Amber Case and Triss Wright; as well as community members. They were accompanied on piano by Jill Garcia, bassist *Andrew Lunn*, current student, and drummer Sam Lunn, current Holland High School student.



On August 22, Lake Michigan College participated in the open house Backpack Giveaway at Covert High School. On August 23 Lake Michigan College was also represented at the Hartford Back to School Bash.

The Fab Lab completed five new camps this year, Monopoly, Animation and 3D Design, Woodworking, Family Bootcamp and VIP camp. These will be offered again next year, with a couple new ones thrown in there. VIP camp was for those participants that have completed numerous other camps. We offered this camp at no cost to the participants' families and had them complete a couple projects together. The goal was to keep the creativity flowing while integrating teamwork, collaboration and problem solving.

The Fab Lab had two new volunteers in the lab this summer. Josh and Connor were able to help out in the lab as "volunteer techs". Josh and Connor were two of the very first Fab Lab participants. Five years later, they are teaching the kids (and adults) how to work the equipment and make!

9 weeks, 96 participants, 11 camps, and 8 of them sold out!



## STUDENT SUCCESS

On August 9, The South Haven Campus hosted a FAFSA workshop and campus tour. On August 17 the South Haven Campus hosted a Dual Enrollment Orientation for all incoming high school students, and 35 students were in attendance. On August 23, the South Haven Campus hosted Student Orientation for all incoming students, and 50 students and parents attended.



Dual Enrollment Orientation

ACADEMIC EXCELLENCE	STUDENT SUCCESS	COMMUNITY IMPACT
<p><b>GOAL</b> Our students are well-prepared to excel academically and professionally</p>	<p><b>GOAL</b> Our students explore, define, and reach their goals</p>	<p><b>GOAL</b> Our educational and cultural experiences improve socioeconomic mobility, strengthen the economy, and enrich lives</p>
<p><b>STRATEGIC THEME</b></p> <ul style="list-style-type: none"> <li>• Quality Programs/Curriculum</li> <li>• Student Learning</li> <li>• Culture/Environment for/of Learning</li> </ul>	<p><b>STRATEGIC THEME</b></p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Inclusion</li> <li>• Retention</li> <li>• Student Support</li> </ul>	<p><b>STRATEGIC THEME</b></p> <ul style="list-style-type: none"> <li>• Outreach</li> <li>• Communication</li> <li>• Workforce/Talent Development</li> <li>• Regional Community Enrichment</li> </ul>
<p><b>MEASURES</b></p> <ul style="list-style-type: none"> <li>• Meeting employer needs</li> <li>• Successful institutional transfer</li> <li>• Instructional effectiveness</li> </ul>	<p><b>MEASURES</b></p> <ul style="list-style-type: none"> <li>• Persistence and retention</li> <li>• Goal completion rate and duration</li> </ul>	<p><b>MEASURES</b></p> <ul style="list-style-type: none"> <li>• Economic impact</li> <li>• Financial savings for students and families</li> <li>• Professionals in high demand fields</li> </ul>

## **STUDENT AFFAIRS**

*Dr. James Daniels, Interim Vice President of Student Affairs*

Dr. Daniels provided a short update on Student Affairs:

- LMC held the annual fall College Night on September 14 with fifty-nine colleges and universities participating and an estimated two hundred and forty students in attendance.
- The Admission Recruiters are out in the high schools already starting to work with the next recruitment class.
- The TRIO programs are all doing well with their program objectives.

## **STUDENT SUCCESS**

### Athletics

- Women's Volleyball is off to a 6-6 start for their fall season.
- Women's Soccer is off to a 1-2-1 start on the season.
- Men's Soccer is off to a 0-1-1 start on the season.
- Softball and Baseball are both moved onto campus and are preparing to start their fall ball seasons.

### Admissions & Recruitment

In 2023 we created recruitment action plans that were based on each staff member's territories with multiple, sometimes repeated, school visits, on-site registration events, on-site financial aid and FAFSA workshops, campus visits, campus tours, and a Lake Michigan College presence at most college nights across the recruitment region.

### Student Success (*from an Admissions perspective*)

- Enhance student access to educational opportunities by building enrollment across Lake Michigan College programs.
- Increase inclusion by engaging with more students, at more schools, to build awareness of what Lake Michigan College offers and the value of those programs.
- Help build a foundation for retention by increasing enrollment of top tier, highly qualified students while also serving populations and potential student audiences who need full student support.

### Student Support Services

- *Grace Teuling* was named Student Support Services 2022-2023 Student of the Year and awarded a \$1000 Scholarship.
- Five Student Support Services students were awarded \$600 Academic Incentive Scholarships for the 2022-2023 academic year: *Rosa Teuling, Kentrail Nattee, Shamara Clay, Donna Cohen, Gracey Kelly*

### Office of Diversity, Equity, and Inclusion

- The DEI Office hosted a DEI talk for Beckwith housing Resident Assistant (RA)
- During Fall Welcome Week the DEI Office promoted the Student Multicultural Organization (SMO) at the Benton Harbor campus.

## **COMMUNITY IMPACT**

### Campus Life

Student life is busy finishing the calendar collaborating with different departments for the 2023-24 year.

### Housing

Beckwith Hall is at full capacity and the Resident Assistants are busy with their community programming.

### Admissions & Recruitment

Supporting institutional goals in improving socioeconomic mobility and the regional economy by building enrollment across Lake Michigan College programs beyond high school. By recruiting more engaged students, and increasing enrollment, we serve more students and build regional educational attainment.

Enrollment increases in first time New student, Transfer, and Dual Enrollment populations against last year, but just below the two-year average:

Head Count	Fall 2023	Fall 2022	Fall 2021
<b>First-time in any college</b>	539	443	588
<b>Transfer</b>	204	163	348
<i>New Head Count Total</i>	<i>743</i>	<i>606</i>	<i>936</i>
<b>Continuing</b>	1,035	1,137	1,196
<b>Re-entering</b>	101	115	260
<b>Guest Student</b>	22	36	41
<b>Personal Interest</b>	31	35	31
<b>Middle College</b>	267	289	286
<b>Dual Enrollment-High School</b>	419	390	272
<b>Summary</b>	<b>2,618</b>	<b>2,608</b>	<b>3,022</b>
<b>Credit Hours</b>			
<b>First-time in any College</b>	6,293	4,888	6,286
<b>Transfer</b>	1,814	1,523	3,073
<i>New Hour Total</i>	<i>8,107</i>	<i>6,411</i>	<i>9,359</i>
<b>Continuing</b>	9,189	10,036	10,340
<b>Re-entering</b>	748	909	1,989
<b>Guest Student</b>	140	191	203
<b>Personal Interest</b>	161	183	145
<b>Middle College</b>	2,669	2,964	2,794
<b>Dual Enrollment-High School</b>	2,446	2,259	1,678
<b>Summary</b>	<b>23,460</b>	<b>22,953</b>	<b>26,508</b>

First time, New Student applications grew above the previous year. (Top 60 high schools)

Applications	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
<b>Applications for fall</b>	<b>1,673</b>	<b>1,358</b>	<b>1,139</b>	<b>995</b>	<b>989</b>	<b>1,075</b>
St. Joseph High School	87	69	76	55	63	61
South Haven - LC Mohr HS	40	40	39	28	37	60
Lakeshore High School	78	68	76	50	49	57
Berrien Springs High School	67	72	51	58	32	54
<i>Other - Out of Michigan</i>	88	75	56	29	48	54
Watervliet High School	50	38	36	55	57	46
Niles High School	52	40	36	51	44	37
Hartford High School	23	65	32	31	28	37
Coloma High School	51	72	64	51	30	32
Countryside Academy (Charter)	21	13	19	11	5	26
Brandywine High School	43	31	40	16	11	23
Bridgman High School	36	23	19	14	24	22
Bangor High School	20	25	12	13	14	22
Benton Harbor High School	72	42	39	29	22	19
Fennville High School	57	43	35	25	21	19
<i>Other Michigan High Schools</i>	80	44	17	7	11	18
Buchanan High School	56	43	21	20	22	17
<i>Non-U.S. High School</i>	12	4	4	5	21	16
Eau Claire High School	36	7	14	14	11	12
New Buffalo High School	16	20	13	11	10	11
<i>Home School</i>	11	17	8	13	8	11
Bloomington High School	13	14	14	11	13	10
Cassopolis Ross-Beatty	11	10	4	5	1	10
Dowagiac Union High School	32	12	17	17	12	10
Andrews Academy High School	7	9	5	9	14	9
River Valley High School	23	14	12	9	9	9
Covert High School	7	10	16	5	7	9
Lawrence High School	12	7	6	6	5	9
Paw Paw High School	15	21	18	14	4	9
Michigan Lutheran High School	6	8	7	17	10	8
Decatur High School	9	11	2	4	4	8
Edwardsburg High School	9	6	11	16	11	8
<i>Other Indiana High Schools (IN)</i>	22	12	10	6	7	8
Allegan High School	16	6	21	7	8	7
<i>GED - Michigan</i>	19	17	3	12	10	7
Gobles High School	2	1	3	5	4	6
Otsego High School	7	5	5	4	1	6
Penn High School (IN)	1	6	1	1	1	5

West Ottawa High School	4	5	6	7	0	5
Belding High School	5	1	0	0	2	5
Mishawaka High School (IN)	3	3	0	2	2	4
Washington HS (IN)	7	2	4	1	3	4
Buchanan Virtual Academy	1	0	0	0	0	3
Lawton High School	8	4	4	4	2	3
Mattawan High School	6	8	2	8	1	3
Hamilton High School	3	2	2	6	0	3
Bridge Academy	0	0	0	0	2	3
Bangor Career Academy	0	7	1	1	0	2
Hopkins High School	4	5	7	3	6	2
Plainwell High School	2	3	3	3	5	2
Wayland High School	5	3	4	1	4	2
Clay High School (IN)	2	1	3	1	3	2
Elkhart Memorial High School	5	4	1	0	2	2
Grand Haven High School	0	4	0	0	1	2
Hudsonville Public High School	2	7	5	0	2	2
Zeeland East High School	3	3	2	3	0	2
Zeeland West High School	6	3	4	1	2	2
Advanced Technology Academy	0	0	0	0	0	2
Arthur Hill High School	2	3	2	1	7	2
Big Rapids High School	0	0	0	0	1	2
Birch Run High School	0	0	0	0	0	2

First time, New Student enrollments also grew above the previous year. (Top 60 high schools)

<i>Enrolled Students</i>	<b>Fall 2018</b>	<b>Fall 2019</b>	<b>Fall 2020</b>	<b>Fall 2021</b>	<b>Fall 2022</b>	<b>Fall 2023</b>
<b>Enrolled Student Totals</b>	<b>434</b>	<b>416</b>	<b>329</b>	<b>345</b>	<b>276</b>	<b>402 *</b>
St. Joseph High School	49	45	48	26	34	43
Lakeshore High School	53	40	42	28	25	34
Berrien Springs High School	19	24	16	22	8	27
South Haven - LC Mohr HS	23	21	21	16	18	24
Coloma High School	21	29	21	16	19	23
Watervliet High School	16	19	10	16	14	19
Brandywine High School	8	10	5	1	1	12
Niles High School	10	5	9	13	7	12
Countryside Academy (Charter)	8	4	3	3	1	11
Benton Harbor High School	16	8	4	11	5	9
Bridgman High School	18	12	8	2	7	9
Buchanan High School	9	19	13	11	6	9
Eau Claire High School	9	2	0	6	4	7
Bangor High School	8	7	5	5	4	7
<i>Home School</i>	8	5	3	10	6	7
Andrews Academy High School	1	7	2	4	8	6
Covert High School	4	3	5	2	0	6
Fennville High School	15	15	4	7	2	5
<i>GED - Michigan</i>	5	7	0	3	2	5
Michigan Lutheran High School	2	3	3	9	5	4
New Buffalo High School	9	5	4	1	2	4
River Valley High School	6	4	8	6	5	4
<i>Other - Out of Michigan</i>	9	14	17	2	9	4
Bloomington High School	1	6	2	5	4	3
Hartford High School	3	7	5	7	6	3
Paw Paw High School	5	8	4	6	3	3
Otsego High School	0	1	1	2	0	3
Buchanan Virtual Academy	0	0	0	0	0	2
Decatur High School	1	0	0	0	1	2
Lawrence High School	2	3	2	0	1	2
Mattawan High School	0	3	0	3	1	2
Dowagiac Union High School	8	4	5	6	6	2
Edwardsburg High School	2	5	3	6	4	2
Allegan High School	0	1	5	3	1	2
Clay High School (South Bend)	0	1	0	0	1	2
Mishawaka High School	1	0	0	2	1	2
<i>Other Michigan High Schools</i>	12	8	3	0	1	2
Bridge Academy	0	0	0	0	1	2
Comstock High School	0	1	0	0	0	2
Career Alt Pathways in Ed Ctr	0	0	0	0	0	1
Bangor Career Academy	0	1	1	0	0	1
Lawton High School	0	1	0	1	0	1
Plainwell High School	1	1	0	1	2	1
Penn High School (IN)	0	2	0	0	0	1
Saint Joseph HS (IN)	0	0	1	2	1	1



Washington HS (IN)	0	0	0	0	0	1
Grand Haven High School	0	0	0	0	0	1
Hamilton High School	0	0	0	1	0	1
West Ottawa High School	1	1	2	4	0	1
<i>Other Indiana High Schools</i>	5	2	0	0	3	1
<i>GED - Other State</i>	0	3	0	0	0	1
Alcovy High School	0	0	0	0	0	1
Angola High School	0	0	0	0	0	1
Baldwin County High School	0	0	0	0	0	1
Battle Creek Academy	0	0	0	0	0	1
Big Rapids High School	0	0	0	0	0	1
Bolingbrook High School	0	0	0	0	0	1
Cadillac Senior High School	0	3	0	0	0	1
Columbia City High School	0	0	0	0	0	1

\* Please note that these first time, new student numbers do not match with the unduplicated head count numbers based on a different base count coming from the Banner SIS. Some new student enrollments are not counted in this final table.

New student enrollment continued a multi-year trend of being more local, with more successful recruitment in Berrien County schools, than from further afield. Students in post-Covid Admissions statistics across the country are less likely to go further away for school, and Lake Michigan College is echoing this trend.

From 2020 to 2023 Berrien County schools lost 0.8 percent of high school enrollments overall, mirroring a demographic shrinkage of the county of 1.3 percent. Projected high school senior enrollments across the county are expected to be virtually flat, while Michigan totals are expected to decline a small amount overall.

Adapting to these trends is reflected in Admissions plans to increase recruitment efforts from a wider geographic area in 2023-2024.

As of September 6, 2023

## Employment Report:

### Positions Posted or in the Hiring Process:

- Director, Dental Assisting
- Distance Education Learning Designer
- HR Generalist I
- Maintenance Technician
- Student Support, Start to Finish
- Utility (Part-time)

### New Hires:

- Academic Programs Coordinator, Upward Bound (Grant Funded) – Jake Sall
- Maintenance Technician – William Keigley
- Sonography Lab Support Specialist (Part-time) – McKenzie Outman

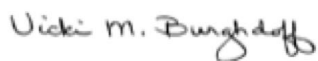
### Position Changes:

- HR Generalist II/ Faculty & Benefits – Cynthia Munoz

### Separation:

- Allen Hall – Master Maintenance Technician
- Holly Ward – Marketing Multimedia Specialist
- Nygil Likely – Vice President of Student Affairs
- Sara Zasada – Office Manager, Upward Bound
- Stephanie Steele – Assistant to Mendel Center Operations

**ADJOURNMENT** MOTION by Mr. Dissette with support by Ms. Burghdoff to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:35 p.m.



Vicki Burghdoff  
Lake Michigan College Board Secretary