

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, Mark Weber, Debra Johnson, Mary Jo Tomasini and Joan Smith

SETTING OF THE AGENDA

Board Chair John Grover stated that agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the of the June 20, 2023 Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke began his report with sharing news that the College is up 3-4% in enrollment for Fall semester. The Red Hawk Futures Scholarship is not being used as much as expected. The letters were mailed somewhat late which may be a factor. The College has decided to honor any grads that were school of choice students and not part of our official district. Dr. Kubatzke also informed the Board that Beckwith Hall is at full capacity for Fall semester and there is a small waitlist.

NEW BUSINESS

LMC CHARTER BUS BID – FY24

BID REQUEST

LAKE MICHIGAN COLLEGE PURCHASING DEPARTMENT

(See attached for detailed instructions)

Bidder:	Cardinal Bus	Return to:	Lake Michigan College Purchasing Department 2755 E. Napier Ave. Benton Harbor MI 49022 nmain@lakemichigancollege.edu	
Attn:		Mark Bid:	Athletics Charter Bid	
Project:		Athletics Charter Bid - FY24	Return By:	July 5, 2023 1 pm EST
			Email:	nmain@lakemichigancollege.edu
		Fax:	(269) 927-6291	

If an MSDS is required for your product, it must be submitted with your bid.

Note: Whenever and wherever items of materials or equipment have been identified by describing a proprietary product, such identification is intended to be descriptive, but not restrictive, and is used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative materials or equipment will be considered for award if such items are clearly identified and are determined by the College to be of equal value in all material respects to the proprietary item specified. Cut sheets MUST be submitted with bid for equal or alternative items and if not then they are subject to disqualification of review. Lake Michigan College reserves the right to award the contract on the basis of the lowest responsive and responsible bid or to reject any or all bids which, in its opinion, will serve the best interests of the College. This Bid in no manner obligates the College to the eventual purchase of any product or services described, implied, or which may be proposed, until confirmed by written Agreement and purchase order, and may be terminated by the College without penalty or obligation at any time prior to the signing of an Agreement.

<u>Volleyball</u>	<u>Opponent</u>	<u>Schedule Dates 2023-24</u>	<u>Hours or Days</u>	<u>56 pax</u>	<u>46 pax</u>	<u>38 pax</u>	
AUGUST							
18 & 19	McHenry CC Invite @ UW Sports Factory, Rockford IL		2 days	\$3,660.00		\$3,560.00	OVERNIGHT
23	St. Clair CC		11 hours	\$3,095.00		\$2,995.00	
26 & 27	Parkland CC Invite		2 days	\$3,755.00		\$3,655.00	OVERNIGHT
SEPTEMBER							
12	Jackson College, Jackson, MI		8 hours	\$1,860.00		\$1,780.00	
19	Glen Oaks CC/ Centreville, MI		7 hours	\$1,565.00		\$1,465.00	
26	Ancilla, @ Life Plex Plymouth, IN		6 hours	\$1,445.00		\$1,345.00	
30	GRCC Raider Challenge		7 hours	\$1,620.00		\$1,520.00	

JANUARY						
6	Oakland CC-Auburn Hills, MI	11 hours	\$2,545.00		\$2,435.00	
13	Kalamazoo Valley CC, Kalamazoo, MI	6 hours	\$1,390.00		\$1,290.00	
20	Glen Oaks CC, Centreville, MI	7 hours	\$1,565.00		\$1,465.00	
27	Kellogg CC, Battle Creek, MI	7 hours	\$1,580.00		\$1,480.00	
FEBRUARY						
17	Lansing CC, Lansing, MI	8 hours	\$1,925.00		\$1,825.00	
24	Marian University Ancilla, Lifeplex, Plymouth, IN	6 hours	\$1,445.00		\$1,345.00	
27	Southwestern Michigan College, Dowagiac, MI	6 hours	\$1,230.00		\$1,130.00	
Women's Soccer	Opponent	Schedule Dates 2023-24	Hours or Days		56 pax	46 pax
						38 pax
AUGUST						
29	St. Clair CC	11 hours	\$3,095.00		\$2,995.00	
SEPTEMBER						
23	Delta College	11 hours	\$2,600.00		\$2,500.00	
OCTOBER						
18	Kellogg CC, Battle Creek MI	7 hours	\$1,580.00		\$1,480.00	
MARCH						
11	Bethel University, Mishawaka, IN	7 hours	\$1,430.00		\$1,330.00	
APRIL						
1	Grand Valley State, GR, MI	7 hours	\$1,620.00		\$1,520.00	
8	Cleary, Howell, MI	9 hours	\$2,170.00		\$2,070.00	
Men's Soccer	Opponent	Schedule Dates 2023-24	Hours or Days		56 pax	46 pax
						38 pax
SEPTEMBER						
23	Bryant & Stratton,	N/A - unsure of location				
Women's Soccer/Men's Soccer	Opponent	Schedule Dates 2023-24	Hours or Days		56 pax	46 pax
						38 pax
AUGUST						
23	Ancilla, Donaldson, IN	7 hours	\$1,550.00		\$1,450.00	
SEPTEMBER						
1	Muskegon CC	8 hours	\$1,740.00		\$1,640.00	
6	Grand Rapids CC, Grand Rapids MI	7 hours	\$1,620.00		\$1,520.00	
17	Schoolcraft CC	9 hours	\$2,250.00		\$2,150.00	
27	Jackson College, Jackson MI	8 hours	\$1,860.00		\$1,760.00	
30	Lakeland CC	14 hours	\$3,470.00		\$3,370.00	

OCTOBER							
21	Terra St. CC, Fremont OH		11 hours	\$2,700.00		\$2,600.00	
Women's Softball	Opponent	Schedule Dates 2023-24	Hours or Days	56 pax	46 pax	38 pax	
SEPTEMBER							
9	Bethel University, Mishawaka, IN		7 hours	\$1,430.00		\$1,330.00	
16	IUSB, South Bend, IN either		6 hours	\$1,310.00		\$1,210.00	
23	Aquinas Tourney, Byron Center, MI		7 hours	\$1,580.00		\$1,480.00	
OCTOBER							
7	IUSB, South Bend, IN		6 hours	\$1,310.00		\$1,210.00	
FEBRUARY							
23	Spring Trip - Orlando, FL		11 days (Feb 29 needs to be added for 2024)	\$22,960.00		#####	
24	Spring Trip - Orlando, FL						
25	Spring Trip - Orlando, FL						
26	Spring Trip - Orlando, FL						
27	Spring Trip - Orlando, FL						
28	Spring Trip - Orlando, FL						
MARCH							
1	Spring Trip - Orlando, FL						
2	Spring Trip - Orlando, FL						
3	Spring Trip - Orlando, FL						
4	Spring Trip - Orlando, FL						
7	Northwood Universtiy, Midland, MI		11 hours	\$2,430.00		\$2,330.00	
14	Aquinas, GR, MI		7 hours	\$1,620.00		\$1,520.00	
16	Davenport, GR, MI		7 hours	\$1,620.00		\$1,520.00	
23	Glen Oaks CC, Centreville, MI		7 hours	\$1,565.00		\$1,465.00	
30	Kalamazoo Valley CC, Kalamazoo, MI		6 hours	\$1,390.00		\$1,290.00	
APRIL							
6	Lansing CC, Lansing MI		8 hours	\$1,925.00		\$1,825.00	
13	Jackson College, Jackson, MI		8 hours	\$1,860.00		\$1,760.00	
18	Ancilla, Donaldson, IN		7 hours	\$1,550.00		\$1,450.00	
23	Glen Oaks CC, Centreville, MI		7 hours	\$1,565.00		\$1,465.00	
27	Kalamazoo Valley CC, Kalamazoo, MI		6 hours	\$1,390.00		\$1,290.00	
Men's Baseball	Opponent	Schedule Dates 2023-24	Hours or Days	56 pax	46 pax	38 pax	
SEPTEMBER							
16	Muskegon CC, Muskegon, MI opponent could change		8 hours	\$1,740.00		\$1,640.00	
22	Bethel University, Mishawaka, IN		7 hours	\$1,430.00		\$1,330.00	
30	Grace College, Indiana		7 hours	\$1,670.00		\$1,570.00	

OCTOBER						
14	Cleary University, Howell, MI/ Date could change	9 hours	\$2,095.00		\$1,995.00	
22	Indiana Tech, Indiana	9 hours	\$2,035.00		\$1,935.00	
FEBRUARY						
23	Spring Trip - Orlando, FL	11 days (Feb 29 needs to be added for 2024)	\$22,960.00		#####	
24	Spring Trip - Orlando, FL					
25	Spring Trip - Orlando, FL					
26	Spring Trip - Orlando, FL					
27	Spring Trip - Orlando, FL					
28	Spring Trip - Orlando, FL					
MARCH						
1	Spring Trip - Orlando, FL					
2	Spring Trip - Orlando, FL					
3	Spring Trip - Orlando, FL					
4	Spring Trip - Orlando, FL					
5	Davenport, GR, MI	7 hours	\$1,620.00		\$1,520.00	
7	Adrian, Adrian, MI	9 hours	\$2,140.00		\$2,040.00	
12	Siena Heights,	9 hours	\$2,140.00		\$2,040.00	
14	Purdue Northwest, Hammond, IN	7 hours	\$1,605.00		\$1,505.00	
21	Kalamazoo Valley CC, Kalamazoo, MI	6 hours	\$1,390.00		\$1,290.00	
APRIL						
2	Glen Oaks CC, Centreville, MI	7 hours	\$1,565.00		\$1,465.00	
4	Northwood Universtiy, Midland, MI	11 hours	\$2,505.00		\$2,405.00	
9	Lansing CC, Lansing MI	8 hours	\$1,925.00		\$1,825.00	
11	Ivy Tech, South Bend, IN	6 hours	\$1,310.00		\$1,210.00	
13	Kalamazoo Valley CC, Kalamazoo, MI	6 hours	\$1,390.00		\$1,290.00	
18	Aquinas, GR, MI	7 hours	\$1,620.00		\$1,520.00	
20	Ancilla, Donaldson, IN	7 hours	\$1,550.00		\$1,450.00	
30	Kellogg, Battle Creek, MI	7 hours	\$1,580.00		\$1,480.00	
MAY						
7	Glen Oaks CC, Centreville, MI	7 hours	\$1,565.00		\$1,465.00	
Women's/Men's CC	Opponent	Schedule Dates 2023-24	Hours or Days	56 pax	46 pax	38 pax
SEPTEMBER						
15 or 16	Grand Rapids CC		7 hours	\$1,620.00		\$1,520.00
29	St. Clair CC		11 hours	\$3,095.00		\$2,995.00
OCTOBER						
14	Ancilla CC		7 hours	\$1,550.00		\$1,450.00
BID MUST BE FIRM FOR 60 DAYS OR UNTIL BID HAS BEEN AWARDED, WHICHEVER COMES FIRST.						

ALL 56 pax ALL 38 pax
\$206,525.00 \$197,235.00

*** please note that both of these numbers are missing Men's Soccer from 9/23/23 as they weren't sure of the location.

COMPANY NAME:		FAX:	
ADDRESS:		PHONE:	
CITY, STATE, ZIP:			
BY:			
	(Please print or type)		
SIGNATURE:			

**DEBARRED VENDORS AND EXCLUDED PARTIES SCREENING
(Fill out completely and return with BID/RFP)
CERTIFICATE OF COMPLIANCE**

I certify, by submission of this offer, that neither _____,
(name of vendor, independent contractor, or offering party)
nor any of its principals, or sub-contractors that are a part of this offer is presently debarred, suspended,
precluded from participation, declared ineligible, or voluntarily excluded from participation in Federal assistance
programs or activities, and neither _____, nor any of its principals or
(name of vendor, independent contractor, or offering party)
sub-contractors, is listed on the General Services Administration's list of Parties Excluded from Federal Programs and the HHS/OIG List of
Excluded Individuals/Entities (available through the internet at: www.sam.gov).

Where the party is unable to certify to any of the statements in this certification, such party shall attach an explanation to this offer.
Where a party fails to submit and complete this certification, such party's offer shall be determined to be an incomplete submission.

Vendor

Name: _____

Address: _____

By: _____
(Signature of individual or authorized representative)

Printed Name: _____

Title: _____

Date: _____

The safety of our College athletes is of the highest priority. In an effort to ensure our College athlete's transportation to and from athletic events, transportation services were explored for FY24. In compliance with the College's Purchasing policy, a Request for Proposal (RFP) for College athletic transportation was issued. The RFP was sent to the following companies, and their responses are below: B&W Charters – did not respond. Compass Coach – no response. Royal Excursion – responded that they are booked. Cardinal Buses – was the only company to respond with the availability to handle 100% of our trips.

ACTION:

We recommend the Board of Trustees authorize the College administration to bind a contract with Cardinal Buses, LLC in an amount not to exceed \$196,900.

MOTION by Mr. Dissette with support by Ms. Smith to accept the bid.

In Favor:

All

Opposed:

None

MOTION APPROVED

MENDEL CENTER CAPITAL PROJECTS

HVAC & Interiors Upgrades

An energy upgrade project was completed in 2021 to replace the Mendel Center heating and cooling plant and some air handlers supporting Grand Upton Hall. As a next step in the end-of-life upgrades, a number of capital improvements are needed to replace a majority of the remaining HVAC equipment in the building, including air handlers, hydronic pumps, lingering pneumatic controls, replacement of various unit and cabinet heaters, updates for exhaust and return fans, supporting controls, and related valves. As areas of the building are unoccupied during HVAC upgrades, interiors are planned to be refreshed, including ceilings, lighting, flooring, and paint in the Hanson theatre lobby, Hanson Theatre promenade, faculty offices, and Band Room. Goals for the project include:

- a. Replace end-of-life equipment,
- b. Update controls to allow improved energy management,
- c. Improve airflow and filtration to spaces,
- d. Obtain consistent levels of occupant comfort and system functionality, and
- e. Upgrade interior finishes in student facing instructional areas to enhance the theatre experience for student lead performances and activities.

Progressive AE was selected by the Steering Committee for this project through a robust proposal request process in January 2023. Since then, the committee has worked with the design professionals to develop an initial all-inclusive scope of work and then a more specific selective portion of the work as a first phase. The phasing is under review with College administration, but anticipated to be brought to the Board of Trustees once final scope for the first phase is determined. Future phases will be planned over several fiscal years.

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. Total project budget include design and engineering costs.

- Envelope Repairs – Windows

The window replacement bid package was administered by SME. Proposals including a bid and required qualifications were received on June 15, 2023. Proposals were received from two companies. Based on the review of the bid proposal, qualifications, and post-bid interview, Midwest Glass & Mirror (St. Joseph, MI) is recommended for award. It is recommended to maintain a 8% contingency for the work. Window replacement work will be conducted in May and June of 2024.

	Base Bid
Midwest Glass & Mirror	\$449,300.00
Illinois Sash Erectors, Inc	\$540,000.00

- Envelope Repairs – Masonry & Sealant

Currently being packaged to be re-bid in hopes to attract trade contractors to participate. Bid award is expected to be presented at the September Board of Trustee meeting.

- Envelope Repairs – Roofing

Bidding is in process. This scope of work does not require Board of Trustee action.

- Envelope Repairs – Interior Window Jamb & Sill Repair

This scope of work to repair the drywall on the inside of the Mainstage lobby windows that are replaced is being re-evaluated due to the contractor limitations for the equipment size that can enter the lobby spaces to access this repair. This scope of work does not require Board of Trustee action.

- Envelope Repairs – Promenade Soffit Repair & Insulation

Work in the promenade will be addressed with the finish upgrades identified in the HVAC & Interiors Upgrade project when the ceiling cavity will be opened and provide more effective and cost efficient access to this area for energy and comfort improvement. Budget funding not included in the Mendel Center Envelope Repair project.

ACTION:

The College Administration recommends that the Lake Michigan College Board of Trustees authorize the Mendel Center Envelope Repair project for a total project amount of \$1,100,000 and a contract award for the window replacement package to Midwest Glass & Mirror (St. Joseph, Michigan) in the amount of \$449,300.00.

MOTION by Mr. Dissette with support by Mr. Weber to authorize the Mendel Center Envelope Repair project.

In Favor:

All

Opposed:

None

MOTION APPROVED

COLLEGE BRAND IDENTITY

Office of Origin:	Office of Origin: Board of Trustees Marketing and Communications Department
Responsibility:	Executive Director, Marketing and Communications
Original Date Adopted:	04-18-95
Dates Reviewed:	06-25-2019
Last Date Board Approved:	08-27-2019

The Lake Michigan College brand will be communicated in a coherent, consistent manner in alignment with LMC's Brand Guide and according to federal trademark and copyright law.

Consistent and proper oversight of Lake Michigan College's brand distinguishes our identity in the marketplace and strengthens our brand's value, as well as our ability to protect it from unauthorized use.

This policy applies to the entire college system and governs the use of all materials and merchandise produced to communicate on behalf of the college. This includes graphic and non-graphic works, print, written and digital publications, multimedia, symbols, trademarks, logos, seals, wordmarks, copyrighted works, mascots, athletic and spirit marks, names and taglines.

College employees must include appropriate Lake Michigan College branding in the creation of communication materials. No individual or department may create its own unauthorized logo or sub-brand. No trademark, wordmark, campus signature or logo extension may be altered. Non-authorized images may not be used to represent Lake Michigan College or any of its divisions, departments, programs or offices without approval.

Any use of college trademarks on commercial merchandise is prohibited unless produced through an approved licensed vendor. The college name and branded visual assets shall not be used for any purpose by any external organization, group or activity without express approval of Lake Michigan College's Marketing [and communications](#) Department.

A LMC Marketing [r](#)Representative should be consulted in cases when it is unclear whether or not a proposed use is permissible.

References: Lake Michigan College Brand Guide

FINANCIAL RESERVES

Office of Origin: Finance
Responsibility: Chief Financial Officer
Original Date Adopted: 03-28-17
Dates Reviewed: 03-28-17, 02-04-20, 5-17-23 (C)
Last Date Board Approved: 02-04-20 TBD

Lake Michigan College (the College) recognizes the importance of maintaining financial reserves ~~for the College~~ to ensure availability of funds ~~in the event of~~ to cover significant unforeseen expenditures and ~~unexpected~~ negative changes in funding.- Reserves may also provide a funding source for College strategic initiatives.

The need for adequate reserves is reinforced by the standards of the Higher Learning Commission (HLC), which requires that an accredited institution be able to meet its financial obligations.

This policy is intended to guide creation, maintenance, and use of ~~College~~ reserves.

Calculating Cash Reserves - Calculation

Cash Reserves represent cash funds set aside to promote long-term financial stability by providing resources to meet critical, unforeseen, non-discretionary needs. **Cash Reserves** are set to be at amount equivalent to 120 days of average daily expenses.

Average daily expenses are calculated based on the preceding fiscal year's estimated general fund cash expenses, adjusted to remove significant, non-recurring expenses.- Examples of exclusions include significant expenses related to sale of property, settlement of a lawsuit, or effects of a strike.

For example, if the audited financial statements ~~of the College~~ as of June 30 show total general fund expenses of \$35 million, depreciation expense of \$5 million, and loss on sale of a land parcel of \$1,000,000, the Cash Reserve would be set as follows for the subsequent fiscal year:

	\$ 35,000,000	total general fund expenses
-	5,000,000	depreciation expense (non-cash)
-	1,000,000	significant, non-recurring expense (loss on sale of parcel)
=	29,000,000	net recurring annual expense
÷	365	days

=	79,450	average daily expense
x	120	days cash to maintain
=	\$ 9,534,000	Cash Reserve

The Cash Reserves will be calculated by the Chief Financial Officer (CFO) at each fiscal year end and the calculated amount will serve as the reserve level for the subsequent year. ~~Cash Reserves will be reported on the balance sheet separately from all other cash and investment balances.~~

Use of Cash Reserves - Use

Cash Reserves are available to fund such items only when Strategic Reserves (described below) are fully exhausted.

~~Any u~~Use or ~~appropriation-encumbrance~~ of ~~the~~ Cash Reserves requires approval by the Board of Trustees (Board), and must meet one of the following criteria:

- a. Funding for significant, non-discretionary ~~expenses~~ that cannot be funded in the current fiscal year through the operating or capital budget, despite assessing the potential for budget amendments;
- b. Funding to avoid substantially raising rates or reducing service levels due to temporary; ~~–~~
- b. ~~S~~significant unanticipated shortfall in revenue; or,
- c. Funding for emergencies or opportunities, as determined by the Board.

If use of Cash Reserves causes the balance to fall below the minimum described below, the shortfall ~~should must~~ be addressed in accordance with “Falling below the Cash Reserve Threshold” below.

Internally Allocated Reserves Allocations

Internally ~~Allocated Reserves Allocations~~ are ~~defined as funding funds~~ that will be needed through end of the current fiscal year for the following:

- Routine Capital in accordance with Capital Assets policy ~~– Approval, Safeguarding, & Accounting procedure,~~
- Major Capital in accordance with Capital Assets policy ~~– Approval, Safeguarding, & Accounting” procedure and Major Capital policy,~~ and
- principal payments on existing or anticipated debt.

Use of Internally ~~Allocated Funds Allocations~~ is approved by the Board through approval of capital budgets or debt issuance, and accordingly does not require additional approval to expend.

Board Designated Funds

The Board can designate cash for a defined purpose, known as a “board designated fund.” -A Board Designated Fund is restricted by a condition placed by the Board on how the funds are to be used. -All Board Designated Funds are to be fully funded by cash or cash equivalents.

Before establishing a Board Designated Fund, the following must be documented:

- Purpose
- Calculation of Target Amount
- Intended Use
- Authority over Use
- Monitoring & Reporting
- Replenishing

A Board Designated Fund is established at the discretion of the Board and requires Board action. -Use of a Board Designated Fund is at the discretion of the Board.

Falling Below the Cash Reserve Threshold

The availability of cash for Cash Reserves equals the total of cash, cash equivalents, and short term investments less Board Designated Funds and Internally ~~Allocated Reserves~~ Allocations (collectively, Cash Holdings.)

The sufficiency of Cash Holdings compared to Cash Reserves will be assessed monthly. -If Cash Holdings fall below the Cash Reserves threshold, the President will present a financial plan indicating how Cash Reserves will be restored to the Board at its next meeting. -Such a plan could, for example, include:

- reducing ~~routine~~ capital spending,
- increasing rates ~~or fees~~,
- creating new or expanding existing income generating programs or services,
- eliminating unprofitable programs, services, or activities,
- restricting expenditures,
- imposing more stringent cost-cutting measures,
- reducing headcount, or
- stopping initiatives that have not yet started.

Strategic Reserves

Strategic Reserves, if available, are Cash Holdings in excess of Cash Reserves.

Due to the cyclical nature of cash collections, the low point in Cash Holdings has historically been in August. -Accordingly, the Strategic Reserves calculation is done as of August 31 of each year by the CFO.

Strategic Reserves may be maintained as-is in Cash Holdings, set aside into Board Designated Fund(s), expended within the current year for strategic initiatives, or used for emergency needs consistent with the requirements of the Cash Reserves.

Strategic Reserves are not intended to be used to address structural financial deficiencies (e.g., ongoing capital or operating budget shortfalls, emergencies resulting from lack of planning.)

Any use or designation of Strategic Reserves is at the discretion of the Board and must be approved by the Board.

If expended for non-emergency needs, Strategic Reserves are intended to allow the College to take advantage of opportunities and pursue initiatives that are, at least initially, non-recurring in nature. -In addition, use of Strategic Reserves must not financially obligate the College for more than one year unless the initiative is self-sustaining or has other funding beyond that period.

Examples of appropriate use Strategic Reserves include:

- cost of programs or services in a first year of operations that are ultimately planned to be self-supporting (e.g., startup expenses that happen before revenue is collected);
- significant, strategic, non-recurring capital or operational investments (e.g., equipment purchases, special repairs or maintenance of equipment or facilities, targeted consulting projects, short-term special project employment, etc.);
- major capital expenditures for which use of Strategic Reserves was planned;
- pre-payment of existing debt to reduce future interest costs; and,
- other uses as determined by the Board at its discretion.

Responsibilities

With the assistance of the CFO and Cabinet, it is the responsibility of the President to manage Cash Reserves.

Annual Operating Budget and Operating Reserve

In an effort to ensure that the College ~~is able to meet operating measures to~~ can generate ~~appropriate enough~~ cash ~~and to~~ maintain ~~its capital assets and~~ cash reserves ~~levels~~, the College will only present to the Board for adoption an annual general fund operating budget that is at least break-even ~~or better~~, including “funded” depreciation and amortization. The amount of funded depreciation will be at least the amount of planned Routine Capital, Major Capital, and debt payments for the upcoming year offset by capital millage collections and designated Strategic Reserves from the prior year, as available.

To provide sufficient opportunity to address routine contingencies (e.g., price increases, unanticipated or inadvertently unbudgeted costs, ~~less material~~ revenue shortfalls, unanticipated opportunities), the College will include in its operating budget approximately one-percent of prior fiscal year general fund expenditures as a reserve. -These funds will be held in a designated, restricted use organization unit.

Transfers from the reserve require approval by the CFO and will be reported to the President on a periodic basis.

References: ~~Capital Assets – Approval, Safeguarding, & Accounting procedure~~

~~Major~~ Capital Assets policy

POLICIES-2nd READ

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

1. College Brand Identity
2. Financial Reserves

ACTION:

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

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

In Favor:

All

Opposed:

None

MOTION APPROVED

DIGITAL ACCESSIBILITY

Office of Origin:	Advancement & Community Relations President's Office
Responsibility:	Director, Student Wellbeing and Accessibility 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

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 - 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 20
Last Date <u>Board</u> Approved:	08-30-16, 03-24-20 20
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~~ ~~ee~~ 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 15th 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.

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:

- We have 3 weeks until the Fall semester begins and students will be back on campus. Our first time in any college (FTIAC) student number is high which is great.
- The Leadership Accelerator program held its graduation in July. Twenty-three community members graduated from the program. The College received positive feedback on the program and look forward to the next cohort to start in 2024.
- The Marine Tech program will start on September 11 and the trucking program will kick off soon as well.

COMMUNITY IMPACT

The week of June 26, the Visual and Performing Arts Department collaborated with Children's Music Workshop for a musical intensive for area high school students. The show was directed by **Kris Zook**, Dean of Arts and Sciences. Current student, *Andrew Lunn*, and **Dr. Robert Lunn**, Chair of the Visual and Performing Arts Department, played in the musical pit.

July 10-12 was the Ukulele Camp hosted by the Fab Lab in collaboration with the Visual and Performing Arts Department. The students built and painted their ukuleles. **Dr. Robert Lunn**, Chair of Visual and Performing Arts, showed the students how to play chords and melodies.



Ukelele Camp Participants

During the week of July 10, the Visual and Performing Arts Department collaborated with Children's Music Workshop to present a production of "SpongeBob the Musical" on the Mainstage at the Mendel Center. **Kris Zook**, Dean of Arts and Sciences was musical director. Current and former students performed in the pit. These included *Aurelia Davis* ('22), *Matt Grimm* ('22), *Lauren Cerka* ('19), *Andrew Lunn* ('24), **Danny Lopez**, part-time faculty, and **Dr. Robert Lunn**, Chair of the Visual and Performing Arts Department.



SpongeBob the Musical set at the Mendel Center

July 17-20, the Visual and Performing Arts Department ran a Recording Arts Camp for area high school students. The students learned the basics of recording, microphone placement, and editing techniques. The camp was run by **Dr. Robert Lunn**, Chair of the Visual and Performing Arts Department and **James Alexander**, part-time music faculty.



Visual & Performing Arts Piano Lab (Mendel Center, Room F152)

The Visual and Performing Arts Department's String/Piano Camp ran from July 24-27 for area middle and high school students. The students received individual instruction, worked on chamber music, and had lessons in theory and ear training. The camp was run by **Dr. Abigail Koo** and **Alexandra Lee**, both part-time music faculty.



Participants in the Visual & Performing Arts Department String/Piano Camp

On June 7, ABC 57 aired an interview with **Nick Brittin**, English Faculty, to discuss the roles artificial intelligence may play in education in the coming years. The story was part of a series ABC 57 did on

developing AI technologies. **Nick** is excited about the potential uses and has been researching new AI generative models this year. He plans to use some of them in class this upcoming Fall semester. The report is viewable at this link: <https://www.abc57.com/news/artificial-advantage-big-business-for-ai>"

The infographic features a black header with the Lake Michigan College logo and the text "RIPPLES MAKE WAVES | 2020-2023". Below the header are three vertical panels with blue wave graphics at the top. The first panel is titled "ACADEMIC EXCELLENCE" and includes a goal, strategic theme, and measures. The second panel is titled "STUDENT SUCCESS" and includes a goal, strategic theme, and measures. The third panel is titled "COMMUNITY IMPACT" and includes a goal, strategic theme, and measures.

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

STUDENT AFFAIRS

STUDENT SUCCESS

Athletics

Athletics had an outstanding showing in their academic achievements. We won All Michigan Community College Association (MCCAA) Academic School of the Year for a second year running. Also, many of our student athletes obtained MCCAA and National academic recognition.

2022-23 NJCAA ALL-ACADEMIC FIRST TEAM 4.00 GPA

Holly Curtiss (Women's Soccer/Basketball)

Michael Derosa (Men's Soccer)

Charity Dundas (Volleyball)

Molly McVay (Women's Soccer)

Tania Villegas (Women's Soccer)

2022-23 NJCAA ALL-ACADEMIC SECOND TEAM 3.80-3.99 GPA

Evie Clare (Women's Soccer)

Gabriella Cuthbert (Volleyball)

Ellary Darling (Women's Basketball)

Karly Manning (Softball)

Cargan Murray (Men's Basketball)

Abigail Nunez (Volleyball)

Wesley Seabury (Men's Soccer)

Rebekah Stilwell (Women's Basketball/Softball)

Stephen Weinert (Baseball)

2022-23 NJCAA ALL-ACADEMIC THIRD TEAM **3.60-3.79 GPA**

Leiana Butler (Volleyball)

Alexandra Chichester (Women's Soccer)

Mariah Krone (Women's Soccer)

Hayleah McFadden (Volleyball/Softball)

Halie Saylor (Women's Soccer/Softball)

Jillian Sutton (Women's Soccer)

Aalyah Watson (Women's Basketball/Cross
Country)

MCCAA ACADEMIC ALL-CONFERENCE **3.0+**

Bradley Blakemore (Baseball)

Cage Kavanagh (Baseball)

Hayden Carlson (Baseball)

Nate Necas (Baseball)

Stephen Weinert (Baseball)

Cargan Murray (Men's Basketball)

Jadon Williams (Men's Basketball)

Skylar Samuel (Men's Basketball)

Logan Vernia (Men's Cross-Country)

Heyder Conde (Men's Soccer)

Stephen Jopaul (Men's Soccer)

Wesley Seabury (Men's Soccer)

Hailey Robinson (Softball)
Halie Saylor (Softball/Women's Soccer)
Hayleah McFadden (Volleyball)
Jersie Dawson (Softball)
Karly Manning (Softball)
Khloie Goins (Softball)
Rebekah Stilwell (Softball/Women's Basketball)
Regan Hughes (Softball)
Shelby Grau (Softball/Women's Basketball)
Aalyah Watson (Women's Basketball/Cross-Country)
Kalyah Watson (Women's Basketball/Cross-Country)
Karissa Gest (Volleyball/Women's Basketball)
Alexandra Chichester (Women's Soccer)
Angelica Goitia (Women's Soccer)
Brooke McDonald (Women's Soccer/Basketball)
Evie Clare (Women's Soccer)
Holly Curtiss (Women's Soccer/Basketball)
Jillian Sutton (Women's Soccer)
LayRay Paw (Women's Soccer)
Mariah Krone (Women's Soccer)
Tania Villegas (Women's Soccer)
Abigail Nunez (Volleyball)
Charity Dundas (Volleyball)
Gabi Cuthbert (Volleyball)
Leiana Butler (Volleyball)
Olivia Deeb (Volleyball)
Teagan Giannunzio (Volleyball)
Ainsley Florence (Women's Basketball)
Ellary Darling (Women's Basketball)

<u>22-23 MCCA ALL-ACADEMIC TEAM</u>	<u>3.0+</u>
Women's Basketball	3.55
Women's Soccer	3.45
Softball	3.42
Volleyball	3.39
Women's Cross Country	3.21
Men's Soccer	3.01

COMMUNITY IMPACT

Educational Opportunity Center

July 4 the announcement was released to approve the continuation of the Educational Opportunity Center Grant Award for the budget period 09/01/2023 – 08/31/2024, with an increased amount of \$406,793.00. As written into our Interim Performance Report budget narratives, we plan to use extra carryover funds and increased funding towards increased marketing, increased outreach efforts, increased staff training and development, and student activities/services.

EMPLOYEMENT REPORT:

Positions Posted or in the Hiring Process:

- Academic Programs Coordinator, Upward Bound (Grant Funded)
- Director, Dental Assisting
- Distance Education Learning Designer
- Maintenance Technician
- Sonography Lab Support Specialist (Part-time)
- Student Support, Start to Finish

New Hires:

- Box Office Coordinator (Part-time) – Michelle Jones
- Career Development Specialist – Traci Henslee

Position changes:

- Associate Dean, Learning Resources – Dan Campbell
- Associate Director, Advising & Career Services – Casey Dubina
- College Scheduling Coordinator – Sonya Yoder
- Coordinator, Learning & Testing Services – Julie Newmiller
- Director, Business-Education Partnerships – Barbara Craig
- Faculty, Medical Assisting – Nicole Lanning
- Lead Coordinator, Educational Opportunity Center – Rickey Hampton

Separation:

- William Beaudette – Bar/Set up Manager
- Chris Bendixen – Faculty, Math
- Jennifer Jacobs – Interim Manager, Learning & Testing Services
- Steven Pollard – Utility

ADJOURNMENT

MOTION by Mr. Dissette with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:20 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Chair