



**Public Notice**

Lake Michigan College  
Board of Trustees Regular Meeting

The Lake Michigan College District Board of Trustees, a public body, in compliance with Section 4 of the Open Meetings Act, Public Act 267 of 1976, as amended, (MCL 15.264), hereby gives notice of a public meeting to be held:

DATE: December 5, 2023

TIME: 5:00 p.m.

PLACE: Todd Center Board Room  
2755 E. Napier Ave.  
Benton Harbor, MI 49022  
269-927-1000

This notice shall be posted in the Office of the President, Lake Michigan College, at the above address, also on each campus of Lake Michigan College, and in the Office of the County Clerk of Berrien, Van Buren, and Allegan Counties. Copies will also be provided to College District news media. Done by the authority of the Lake Michigan College Board of Trustees through its duly designated secretary.

A handwritten signature in black ink that reads "Vicki M. Burghdoff". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Vicki Burghdoff, Secretary  
Lake Michigan College Board of Trustees

Dated: November 29, 2023



## AGENDA

Lake Michigan College  
Board of Trustees Regular Meeting  
Todd Center 1301  
5 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Setting of Agenda
- V. Minutes of October 24, 2023 Board Meeting
- VI. Petitions and Communications from the Floor
- VII. Chair Report
  - a. 2023 Bernard C. Radde Distinguished Service Award
  - b. Recognition of Mr. Paul Bergan
- VIII. President's Report..... Dr. Trevor Kubatzke
- IX. Department Report
  - a. Academic Affairs ..... Dr. Ken Flowers
  - b. Student Affairs ..... Dr. James Daniels
    - i. Recognition of the NJCAA DII National Cross Country Team Members
  - c. Finance Reports..... Ms. Kelli Hahn
    - i. Human Resources Report
    - ii. Financial Reports

- X. Old Business
  
- XI. New Business
  - a. Capital Request – Faculty/Staff Laptops ..... Dr. Scott Pratt
  - b. Fiscal Year 2023 Financial Statement Audit ..... Ms. Hahn
  - c. Mendel Center HVAC & Interiors Upgrades ..... Ms. Sara VanderVeen
  
- XII. Policies to Delete
  
- XIII. Policies Second Read – for Approval
  - a. Employee Housing in Beckwith Hall ..... Ms. Hahn
  - b. Purchasing ..... Ms. Hahn
  - c. Tuition Waiver – Employee ..... Ms. Hahn
  - d. Weapons on Campus ..... Ms. VanderVeen
  
- XIV. Policies First Read – for Review
  - a. Admission Policy .....Dr. James Daniels
  - b. Nepotism and Favoritism .....Ms. Hahn
  - c. Travel Expenses ..... Ms. Hahn
  
- XV. Adjournment