

CALL TO ORDER

Board Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:06 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Mark Weber, John Grover, Brian Dissette, Vicki Burghdoff, MaryJo 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 May 21, 2024 Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

No report

NEW BUSINESS

Catwalk & Ladder Updates

In 2022 the College engaged Sapsis Rigging, Inc. in inspection services to provide regular reviews of both Hanson Theatre and Jenkins Theatre rigging, catwalks, and ladders and later that same year Sapsis also reviewed the other fixed service ladders in the Colleges buildings for safety and OSHA compliance. While some of the work identified was able to be corrected by our own LMC staff and/or our theatre contractor TPC, other portions of the work required engineering services to competitively bid contractor work.

Progressive Companies (formally Progressive Architects & Engineers), prepared contract documents and conducted the bidding process on behalf of the College. Bids were received on June 4, 2024 from only one company and publicly opened via Zoom. Based on the review of the bid proposal, and post-bid interview, the low bidder, Skyline Fall Protection, Inc. (Allendale, MI) is recommended for award for the Catwalk & Ladder Updates project.

The total project budget includes the base bid, allowance for the electrical package, and owner soft costs (architectural/ engineering fees, plan reviews, insurance, and project contingency).

Work is planned to be completed during the summer of 2024.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize the Catwalk & Ladder Updates project total project budget to \$186,000 and a contract award amount of \$136,058 to Skyline Fall Protection, Inc. for this project.

MOTION by Mr. Dissette with support by Mr. Weber to approve the Catwalk & Ladder Updates project total project budget to \$186,000 and a contract award amount of \$136,058 to Skyline Fall Protection, Inc. for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

FISCAL YEAR 2025 OPERATING AND CAPITAL BUDGETS

The fiscal year 2025 operating and capital budgets represent operational revenue and expense forecasts for the upcoming fiscal year as well as the capital spending and debt payment plans for the same period.

ACTION:

College administration recommends that the Board of Trustees approve the fiscal year 2025 operating, capital, and debt payment budgets as presented.

MOTION by Ms. Smith with support by Ms. Burghdoff to approve the fiscal year 2025 operating, capital, and debt payment budgets as presented.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

2024-25 FOUNDATION BOARD OF DIRECTORS

Public Directors (3 year terms ending in 2027)

- Randy Bettich
- Scott Dienes
- Kelly Ferneau
- Dr. Steven Hadaway
- John Janick
- David Costas

College Directors

- John Grover – Standing member as BOT Chair
- Dr. Trevor Kubatzke – Standing member as College President
- Kelli Hahn – Standing member as College CFO
- Brett Closson – Standing member as Alumni Assoc. Chair (pending approval at June mtg.)
- Doug Schaffer – Standing member as Executive Director/Secretary of Foundation Board (non-voting)

Board of Trustees Appointees

- Mary Jo Tomasini – BOT Appointee
- Vicki Burghdoff – BOT Appointee

Executive Committee

- Kelly Ferneau (Chair) – President, LMC Foundation Board
- Scott Geik - Vice President, LMC Foundation Board
- Dr. Trevor Kubatzke – President, LMC
- Kelli Hahn – CFO, LMC & Treasurer, LMC Foundation Board
- Mary Jo Tomasini – Appointee, LMC Board of Trustees
- Scott McFarland – at-large appointee, LMC Foundation Board
- Dave Schaffer – at-large appointee, LMC Foundation Board
- Doug Schaffer – Secretary, LMC Foundation Board (non-voting)

Board Development Committee

- Scott McFarland – Chair
- Deb O'Connor
- Kelly Ferneau
- Gloria Ender
- Bob Burch

Finance & Investment Committee

- Randy Bettich – Co-chair
- Kelli Hahn – Co-chair
- Gloria Ender
- David Schaffer
- Scott Dienes
- Mike Carlson
- Tina Vaught
- Jim Marohn
- John Janick
- Dr. Steven Hadaway

Note:

- Terms ending 2025 – Bob Burch, Mike Carlson, Patsy Hartsell, Scott McFarland, Deb O'Connor, Tim Passaro, Amy White

ACTION:

It is recommended that the Lake Michigan College Board of Trustees confirm the appointments, committee assignments, new members, and term renewals of Foundation Board members as noted above.

MOTION by Mr. Weber with support by Ms. Smith to confirm the appointments, committee assignments, new members, and term renewals of Foundation Board members.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

Main Building Courtyard Drain Replacement

As an intermediate repair and maintenance for the existing Main Building courtyard which serves as a green roof above the first floor of the building, the replacement of the existing drains and the addition of one new drain is recommended. Currently a temporary pump is installed with hose across the courtyard to assist with water removal during heavy rain events.

SME, prepared contract documents and conducted the bidding process on behalf of the College. Bids were received on June 4, 2024 from only one company and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interview, the low bidder, Southwest Transfer Company (Hartford, MI) is recommended for award for the Courtyard Drain Replacement project.

The total project budget includes the base bid and alternate 1 work as well as owner soft costs (architectural/ engineering fees, plan reviews, insurance, and project contingency).

Work is planned to be completed during the summer of 2024.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize the Courtyard Drain Replacement project total project budget to \$136,000 and a contract award amount of \$107,505 to Southwest Transport Company for this project.

MOTION by Ms. Tomasini with support by Mr. Dissette to authorize the Courtyard Drain Replacement project total project budget to \$136,000 and a contract award amount of \$107,505 to Southwest Transport Company for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

Main Building Imaging Lab Renovation

The Main Building Imaging Lab Renovations is a project to expand the existing lab across the hall and make minor change in the existing space. The expansion will take over the area that was previously designed as a dental lab but is no longer used. This area will be completely renovated to primarily serve the Health Sciences Sonography program. Sonography will have (6) dedicated scanning rooms adequately sized for student learning and better serve expecting parents who visit for imaging services. The renovated space will provide for one additional office. Within the existing Imaging Lab, the Radiological Technician program space will have some minor alterations. The alterations for Radiological Technician program will allow for improved student engagement and learning in the x-ray area, improve circulation within the suite by creating a workroom area for the Imaging Lab copier, and correct existing hardware and storage challenges. The scope of this work is funded by planned major capital.

Additionally, the existing dental computer lab is planned to be remodeled to a general classroom to support BSN students taking classes with Siena Heights, as well as other Health Science programs. Scope includes new flooring, painting, and standard classroom furniture. The scope for this work is funded by the Sixtyby30 ADN-BSN grant.

Abonmarche Consultants, Inc. conducted the bidding process on behalf of the College. Bids were received on May 30 from two companies and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interview, the low bidder, McGuire’s Professional Construction (Benton Harbor, MI) is recommended for award for the Imaging Lab Renovations.

The total project budget includes the base bid and owner soft costs (architectural / engineering fees, plan reviews, insurance, furniture, and project contingency).

Vendor	Base
Roggow Construction	\$349,200
McGuire’s Professional Construction	\$281,433

Work is planned to be completed during the summer of 2024.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize the Imaging Lab Renovations project total project budget to \$355,080 and a contract award amount of \$281,433 to McGuire’s Professional Construction for this project.

MOTION by Ms. Burghdoff with support by Mr. Dissette to authorize the Imaging Lab Renovations project total project budget to \$355,080 and a contract award amount of \$281,433 to McGuire’s Professional Construction for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

ADVERTISING, MARKETING, and SPONSORSHIPS

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Office of Origin:	Marketing and Communications
Responsibility:	Executive Director, Marketing and Communications
Original Date Adopted	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

This policy applies to all advertising, marketing, and promotional activities undertaken by Lake Michigan College (the College) across all media channels. It is designed to ensure that College advertising practices are legal, ethical, and consistent with the College's brand values.

This policy applies to all employees, contractors, and partners involved in the creation, planning, and execution of advertisements on behalf of the College.

All advertising materials must:

- Be truthful and non-deceptive.
- Comply with all relevant laws and regulations.
- Respect privacy and intellectual property rights.
- Maintain consistency with the overall brand identity (i.e., accurately reflect the values and messaging strategy the College.)

Approval Process

All advertising and marketing content must be created in software licensed by the Marketing and Communications department (Ex. Marq) or reviewed and approved by the Executive Director of Marketing and Communications or designee. Any revisions to approved content must undergo a subsequent review.

Exceptions

Due to the unique operations of auxiliary and ancillary units, approval for advertising and marketing materials for Athletics, The Mendel Center, , and the Fab Lab is delegated to the supervising Cabinet member. Additionally, the LMC letterhead and powerpoint templates available on the marketing and communications Sharepoint page are available to be used by current employees.

Sponsorships

Sponsorships involve providing funding, goods, or services in support of an external organization's activities, events, or programs; in return, the sponsor is acknowledged in

Lake Michigan College Policy

the program or other promotion materials, and/or may receive tangible benefits (e.g., event tickets, food, beverages).

All sponsorship requests must be reviewed and pre-approved by the Executive Director of Marketing and Communications.

Sponsorship may be considered for requests that meet at least 2 of the following:

- 1) **Strategic Alignment:** supports the College mission or strategic goals.
- 2) **Individual Recognition:** honors a College leader, donor, or donor prospect.
- 3) **Community Relations:** develop or furthers a partnership with the communities served by the College.
- 4) **Collaborative Relationships:** supporting organizations that have collaborative relationships with the College.
- 5) **Marketing:** meets the College's promotional needs. In this case, the College must receive recognition of sponsorship through the approved use of its logo in advertisements and other materials such as banners, t-shirts, online acknowledgements, etc.

Due to the number of requests and limited availability of funds, a request may be denied even if it meets the selection criteria.

The College will not support the following:

- Requests that do not comply with federal and state laws and regulations
- Political candidates, campaigns or organizations
- Requests that benefit individuals with funds for their private use regardless of the intent or need
- Religious activities
- Memorials, scholarships or endowments
- Events or organizations outside the College's service areas or markets
- Requests from organizations to support field trips or tours

References: Advertising on College Property, Brand Identity policy, Bartering policy

ADVERTISING, ~~SELLING, & SOLICITING AND~~ ADVERTISING ON COLLEGE PROPERTY

Office of Origin	Marketing and Communications
Responsibility	Executive Director, Marketing and Communications
Original Date Adopted	11-25-08
Dates Reviewed:	8-05-20, x,x,xx
Last Date Board Approved:	8-05-20

~~Selling, soliciting and a~~Advertising by persons or organizations not ~~directly associated contractually affiliated~~ with Lake Michigan College (the College) is prohibited on College property unless authorized by the Executive Director of Marketing **and Communications** and/or the director of the specific facility. **Examples of those contractually affiliated with the College would include Barnes & Noble, Kidzone, acts performing at the Mendel Center, etc.**

All ~~such~~ materials to be posted, **or** distributed, on College property must be approved by the Director of Marketing **and Communications** and/or director of the specific facility.

Distribution of non-~~e~~College advertising on vehicles ~~on College property~~ is prohibited.

References: **Advertising, Marketing, & Sponsorships (forthcoming)**

MINORS ON CAMPUS

Office of Origin:	Academic Affairs and Student Services
Responsibility:	Provost and Vice President of Academic Affairs, Vice President of Student Affairs
Original Date Adopted:	10-25-08
Dates Reviewed:	7-10-18, 5 12-22, 2-22-23
Last Date Approved by Board:	6-25-19, 2-22-23(C)

Children or minors under the age of 14 18 who are not attending classes must be under adult supervision at all times. Lake Michigan College (LMC or the College) assumes no responsibility or liability for any loss or damage suffered by any child or minor under the age of 14 18 on campus in violation of this policy. The College reserves the right to seek indemnity and contribution from any adult in violation of this policy.

Students are discouraged from bringing minors to campus while they are attending class unless the minor's attendance is required as part of the student's responsibilities in completing a course assignment or the student receives permission from the instructor.

Minors and guardians whose minors are taking part in LMC-sponsored activities, such as summer camps and workshops, will observe the procedures and protocols required for participation in those programs. **All adults participating in programs and activities covered by this policy are expected to be positive role models and act in a caring, honest, respectful, and responsible manner. They are required to comply with all applicable laws and College policies and procedures.**

Employees and students may enroll their children in Kidzone Preschool & Child Care Center, L.L.C. on the Benton Harbor or South Haven campus for childcare needs. Kidzone is privately owned and operated and is not affiliated with the College.

Enrollment in College Courses

Minors are eligible to enroll in classes if they meet course prerequisites and other requirements, as stipulated by the Class Registration, Admissions, and Early College policies.

Lake Michigan College Policy

Minors under the age of 14 who are interested in taking classes on campus must obtain written permission from the appropriate academic dean. The dean will confer with relevant faculty and/or department/program chair(s) and the Vice President of Student Affairs prior to making a decision regarding the suitability of the college environment and the course(s) in which the minor is interested.

Over Night Stays

Any program that allow or require minors to stay overnight at Beckwith Hall (or elsewhere at the College) must have approval in writing from the supervising Cabinet member. The program director must obtain written consent and liability waivers signed by the participant's parent/guardian prior to the same, and must follow the relevant portions on the Field Trip policy. Minors must adhere to the Housing Handbook and Student Code of Conduct and follow all policies and procedures.

An LMC employee who is a trained Campus Security Authority (CSA) must be present during the overnight stay. If a CSA is needed, please contact Accreditation, Strategic Projects, and Quality (ASPQ) to become trained or to obtain a current list of trained CSAs.

Minors cannot be without a chaperone(s) at any time during their stay except when they are in their Beckwith Hall suite. Minors must inform a chaperone of any misconduct, illness, or emergency right away during their stay. The ratio of chaperones to minors must be at least 2 chaperones to 14 minors.

Chaperones and volunteers present during minor overnight stays must have passed a background check. Chaperones and volunteers must adhere to all policies and procedures.

References: [Admissions Policy](#), [Class Registration Policy](#), [Early College Policy](#), [FERPA Policy](#), [Field Trip Policy](#), [LMC's Clery Act Policy](#), and [LMC's Campus Security Authority Procedure](#)

POLICIES-2nd READ

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

1. Advertising, Marketing and Sponsorship
2. Advertising on College Property
3. Minors on Campus

ACTION:

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

MOTION by Ms. Tomasini with support by Mr. 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, Ms. Smith, Ms. Tomasini, Mr. Weber, Mr. Dissette, Mr. Grover

Nays: None

DEPARTMENT REPORTS

ACADEMIC AFFAIRS DEPARTMENT REPORTS

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

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

- Summer semester has begun!
- Faculty negotiations are going well.
- The Red Hawk Rise program has also begun with 30 students registered. The program focuses on skilling up students in math, reading and English skills.
- The Wave Awards were recently held. In total, ten schools participated with a total of 630 students in attendance.
- The summer Fab Lab camps are full.
- **Chad Dee** has taken on the Extended Ed role and is doing a great job.
- After Spring semester three faculty members have retired.

ACADEMIC EXCELLENCE

On May 5, the Visual and Performing Art department actively participated in LMC's Commencement ceremony. The Southshore Concert Band, directed by part-time instructor *Dale Reuss*, performed the prelude/postlude music and the National Anthem. LMC alum *Shay Beeson*, a 2023 graduate, performed "Over the Rainbow" during the ceremony. She was accompanied by part-time instructor *Alexandra Lee*.



LMC Commencement

COMMUNITY IMPACT

On May 9, *Jeremy Burlison*, Associate Dean of the South Haven Campus and Select Academic Programs, and *Al Pscholka*, Executive Director, Community and Governmental Relations met with *Kate Hosier*, South Haven City Manager and *Griffin Graham*, Assistant City Manager, to discuss Lake Michigan College updates and impact on the community.

On May 22, the Visual and Performing Arts Department presented the WAVE Awards, an event which celebrates area high school theater programs. Ten high school programs and about 630

students participated in this event. The high schools represented were Bridgman, Concord, Dowagiac, Edwardsburg, Hartford, Lakeshore, New Buffalo, Paw Paw, Penn (Indiana), and St. Joseph. The production was directed by *Kris Zook*, Dean of Arts and Sciences. In addition, faculty and current/former students also participated in this event. These would include *Dr. Robert Lunn*, Director of Music and Chair of the Visual and Performing Arts Department, part-time faculty member *Alexandra Lee*, LMC 2024 graduate *Andy Lunn*, current student *Markus White*, and alum *Matt Lowe*, a 2017 graduate and current Financial Aid Specialist.



The cast of Concord High School's "Fiddle on the Roof"

On May 23, the South Haven Campus hosted South Haven Speakers Series where Sue Ellen Christian, Presidential Innovation Professor of Communications at Western Michigan University, spoke about Navigating the promises and perils of AI using Media Literacy.



Sue Ellen Christian speaking about Navigating the promises and perils of AI using Media Literacy

EMPLOYEE EXPERIENCE

On May 13 – 15, *Dr. Erik Mortenson*, full-time English faculty, organized and presided over a panel discussion titled "Teaching the Beats / The Beats as Teachers" at the annual European Beat Studies Network Conference at the University of Bialystok, Poland.

STUDENT SUCCESS

Laura Henderson-Whiteford, Admissions Representative for the South Haven Campus, and *Julia DeGroot*, South Haven Advisor, met with Bangor, Bloomingdale, Covert, Fennville, South Haven and West Ottawa High Schools to help early college students select classes and register for them.

STUDENT AFFAIRS DEPARTMENT REPORTS

Dr. Linwood B. Whitten, Vice President of Student Affairs

Dr. Whitten updated the Board on the following Student Affairs items:

- To date six (6) New Student Orientation sessions have been conducted.
- 224 applications have been collected for housing at Beckwith Hall. The total occupancy for the hall is 194. A waitlist has been started.

ACADEMIC EXCELLENCE

Student Support Services (SSS)

- This year Student Support Services graduated 32 students.
- 17 of the 32 Student Support Services students will be transferring to four-year institutions.

COMMUNITY IMPACT

Admissions

June marks a new administrative home for the Admissions department. We now report to **AI Pscholka**, Executive Director, Community & Government Relations as part of a new alignment that continues to focus on growing student enrollment from multiple audiences throughout the entire southwest Michigan region.

Summer enrollments came in above projections and above last year's levels by three percent in total head count and two percent higher than 2023 in billable hours.

	<u>Summer 2024</u>	<u>Summer 2023</u>		
<u>Head Count</u>	759	735	Difference	%
			24	3%
<u>Credit Hours</u>	4,333	4,258	Difference	%
			75	2%
<u>Billing Hours</u>	4,755	4,643	Difference	%
			113	2%
	Budget Billing Hours 2,848		Budget BH Diff	%
			1,907	67%

We had a successful SOAR event yesterday, getting to 80% attendance for the first one. We had very good feedback but have identified several areas where we can make it much better.

New accepted applications for first time, first year students rose last week. As of this morning we are at 1,082 accepted applicants, 204 of those are enrolled.

Application Details

Accepted 1st Yr	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
5 JUNE TOTALS	1,196	998	784	809	939	1,082

In applications we have surpassed 4 of the last 8 year-end totals already.

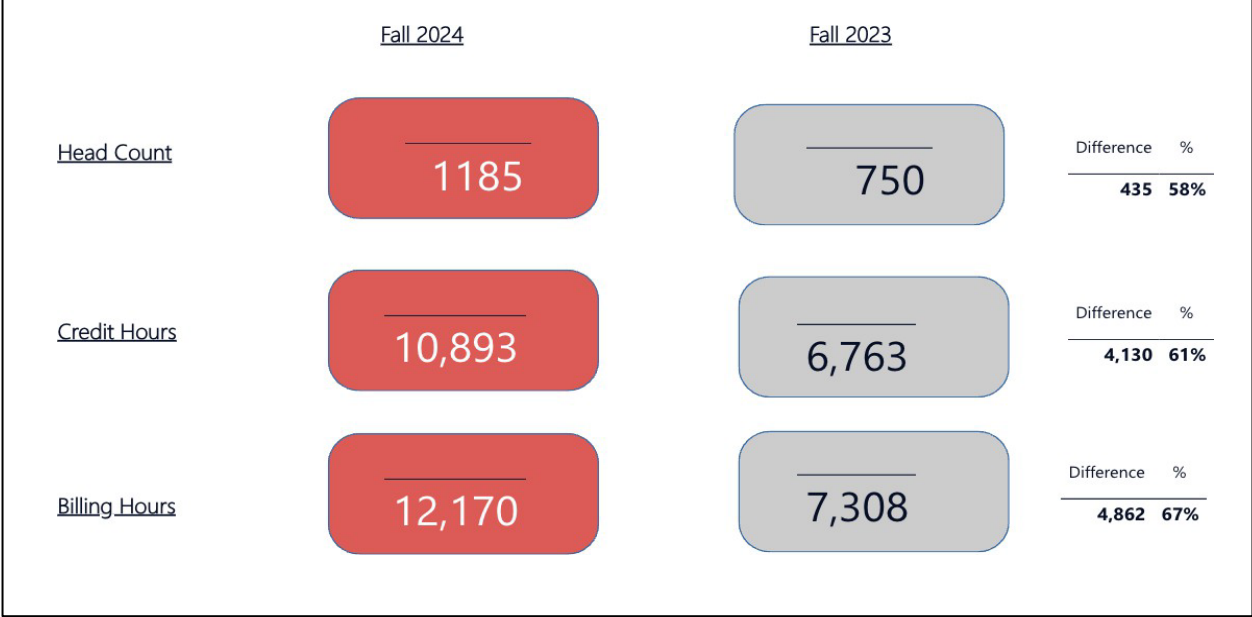
Vs Total for the Year	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
FINAL TOTAL	1,897	764	1,678	1,362	1,143	992	988	1,074	1,082

Enrollment Details

Enrolled 1st Yr	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
5 JUNE TOTALS	94	69	14	17	125	204

Vs Total for the Year	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
GRAND TOTALS	523	408	442	426	352	358	300	395	204

With 90 days left before the start of fall term, total College enrollment, including all new and returning students, is up over 50 percent in every category over last year.



Diversity, Equity, and Inclusion (DEI)

The month of May nationally recognizes and celebrates the contributions of Jewish, Asian, and Older Americans. The Office of Diversity, Equity and Inclusion through planned programming supports diversity and multicultural education at Lake Michigan College.

- DEI provided an information table for students, staff, and faculty, on the ground floor at the Benton Harbor campus about people, events, and DEI sponsored activities for May Heritage Month. This educational activity is a routine collaboration with staff and student workers from the College library and is supported by student members from DEI sponsored student organizations. (Employee Experience, Student Success, Academic Excellence)
- The DEI office compiled social media announcements highlighting notable people and events associated with the May Heritage Month Awareness Campaign. The announcements are shared with **Jeremy Bonfiglio**, Marketing & Communications Specialist in the Lake Michigan College Media Services Department for posting on the various Lake Michigan College social media platforms and outlets. (Employee Experience, Student Success, Academic Excellence)
- The Office of Diversity, Equity and Inclusion prepared a “thank you for your service” reception with signed cards, cupcakes, and balloons for departing parttime Administrative Assistant **Jordyn Swinehart**. (Employee Experience)
- **Cam Herth**, Dean of The Office of Diversity, Equity, and Inclusion, is working closely with Human Resources Business Partner, **Rebecca Ringman**, to fill the part time Administrative Assistant vacancy created with the office with the departure of Administrative Assistant, **Jordyn Swinehart**. (Employee Experience)

- Lake Michigan College Student *Jocelyn Spears* was hired as a Summer Student Worker in The Office of Diversity, Equity, and Inclusion. Her first day of work took place on Tuesday, June 4, at Red Hawks SOAR Orientation. (Student Success, Employee Experience, Academic Excellence)
- During the month of May staff members from The Office of Diversity, Equity, and Inclusion have been making an impact in the community. Executive Director of Diversity, Equity and Inclusion Programs, ***Charmae Sanders*** participated in the Whirlpool Kitchen Aide Senior PGA Golf breakfast and DEI Dean ***Cam Herth*** was invited by the Community Concert organizer Brian Joseph to join him at the Benton Harbor Community Concert venue.
- Lake Michigan College, Office of DEI supported Benton Harbor Forth Ward Commissioner, Ethel Clark Griffin and her planning team at the groundbreaking ceremonies for the Benton Harbor Girls Academy.
- DEI Dean ***Cam Herth***, and The Office of DEI continue to serve as active partners in supporting the Benton Harbor Unified Civic Monument Project (UCMP). Planning activities heated up during the month of May in preparation for the June 19, Benton Harbor, St. Joseph groundbreaking ceremonies. (Community Impact)

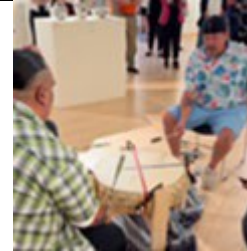
DEI Photo Gallery



5/22 Attended Community Concert Whirlpool Senior PGA



5/20 Attended Berrin Springs HS Honors Program



5/17 Attended Krasil Art Center Native American Summer Art Exhibit



5/29 Attended ALR Educational Health Services Graduation Niles MI



5/16 Attended opening of the Benton Harbor Girls Academy



5/24 Attended Boys & Girls Club Cere



5/22
Jack & Barbar Nicklaus Scholarship
Charmae Sanders, Linwood Whitten



May Heritage Month Poster



DEIB Certificate 5/21/24

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) has currently served 1,071 participants so far during this budget period which leaves us with only 26 more students to serve to meet our overall objective for the year. Most EOC staff have completed at least one Priority Training series to date, which is funded by and encouraged by the Department of Education for all TRIO programs. These training programs are crucial to staying up to date with regulations and record keeping strategies for program management. Lastly, with the delay of the FAFSA release and updates, this has provided EOC with a unique opportunity to be more engaged with our students and the Financial Aid Office as we help support students through this massive change and some unexpected mishaps with the FAFSA process. Our students have been very appreciative of this much needed collaboration and have benefited greatly from it.

Student Well-Being & Accessibility

Efforts to support students with disabilities in their transition from high school to college continued during this final month of the Spring Semester with presentations to St. Joseph High school and Watervliet High School. Annual presentations on the college accommodation process for prospective students and their families provide students with guidance on accessing academic accommodations and supportive resources upon arrival to Lake Michigan College. Students with disabilities who engage in supportive resources and access accommodations are much more likely to be successful in college.

In addition to supporting students with presentations at their local high schools, Counselor, **Rhi Cross** also serves on the Berrien Interagency Transition Team. The Berrien Interagency Transition Team is a collaboration between Lake Michigan College, Berrien Regional Education Service Agency, Logan Center, Michigan Rehabilitation Services, Disability Network of Southwest Michigan, The Center for Growth and Independence, Riverwood Center, Kinexus, and the Michigan Bureau of Services for Blind Persons. The team meets quarterly to focus on ensuring students with disabilities seamlessly transition between various support providers and educational resources available to them in Berrien County. May 16 the group assembled for their final meeting of this academic year.

Director, **Leslie Navarro** was invited by the University of Michigan's Mental Health Improvement through Community Colleges (UM-MHICC) team to serve on their inaugural statewide advisory board as a key mental health stakeholder in Michigan's community college system. The UM-MHICC work, led by a team at UM's School of Public Health and funded by the Blue Cross Blue Shield Foundation of Michigan and the Michigan Department of Health and Human Services, strives to better understand the need, availability of, and solutions for increasing access to evidenced-based care for depression and anxiety for Michigan's community college students. Partnering in this macro level work with University of Michigan, Blue Cross Blue Shield of Michigan, and the Michigan Department of Health and Human Services provides the College with a unique opportunity to underscore the experiences of our student population, highlight the innovative work

being done at the College, and be a part of the stakeholder community that will steer the future of mental health work at community colleges in Michigan.

STUDENT SUCCESS

Advising

In the month of May Advising Leadership has changed and **Casey Dubina** now serves as the Director of Advising & Career Services. Advising has been working on registering returning students for Summer 2024/Fall 2024/Spring 2025/Summer 2025 classes. Our four advisors in Benton Harbor and one advisor in South Haven have done a total of 19 on-site registration days at local high schools and registered 153 students. In addition to those students, these four advisors have met with 200 students in the month of May.

Casey Dubina, Director of Advising & Career Services, and **Julia DeGroot**, Advisor at South Haven, also attended the JEDI (Justice, Equity, Diversity, and Inclusion) Conference through MI-ACPA hosted at Albion College. It was announced here that Lake Michigan College will be hosting MI-ACPA's Annual Conference on October 14 at the Mendel Center

Athletics

- Baseball finished 15-27 overall and ended fourth place in the Michigan Community College Athletic Association (MCCAA) Western Conference with an 11-14 record.
- Sophomore *Tanner Simpson* (Coatsville, IN) received All-MCCAA, MCCAA Western Conference First Team.
- Freshmen *Kaden Rose* (South Bend, IN), *Skylar Wolfe* (Coloma, MI), and *Chris Vinson* (Lowell, IN) all received MCCAA Western Conference Honorable Mention.
- Softball finished the season 30-17 overall with a 20-10 conference record. After winning the Great Lakes District B Tournament, the Red Hawks advanced to the National Junior College Athletic Association (NJCAA) Division II Softball World Series in Spartanburg, South Carolina where they went 1-2 in the tournament. Their season ended with a loss against Phoenix College in the elimination round 7-2. Great season ladies!
- *Karly Manning* (Hartford, MI) received NJCAA Third Team All American, NJCAA Region XII All Region, All MCCAA, All Western Conference First Team
- Freshman *Savannah Carver* (Belleville, MI), All Western Conference First Team, All Freshman Team
- Freshman *Breanna Franks* (Decatur, MI) All Western Conference First Team, All Freshman Team
- Sophomore *Jersie Dawson* (Edwardsburg, MI) All Western Conference Second Team
- Freshman *Lexi McCarty* (Three Oaks, MI), Sophomore *Regan Hughes* (Mattawan, MI), Freshman *Ashley McKinney* (Plainwell, MI), and Sophomore *Hailey Robinson* (St. Joseph, MI) all received MCCAA Honorable Mention.

Campus Life

During May, Campus Life has been busy planning for the Fall 2024 and Spring 2025 semesters. We have a calendar drafted of events we plan to put on and points of collaboration with other departments. We have met with Diversity, Equity, and Inclusion (**Charmae Sanders**, Executive Director of DEI Programs and **Cam Herth**, Dean of DEI) twice to align our calendars and note which events we will work together on. We have also met with the Student Well-Being & Accessibility Department to do the same. These meetings are helping us reach our goal of increased communication and collaboration with other LMC departments, especially when it comes to student events and activities. This work has provided a solid foundation for planning the next academic year and will continue in the summer months.

May 17 **Sarah Thomas** attended a Justice, Equity, Diversity, and Inclusion Drive-In conference at Albion College, hosted by the Michigan American College Personnel Association with a few other College employees. This conference had a great session on the overlap of student activities with Diversity, Equity, and Inclusion, and it gave practical examples of how to keep inclusion in focus when planning student events.

Sarah Thomas meets with our National Society of Leadership and Success (NSLS) chapter advisor, Chandler Lackey, bi-weekly. They are currently planning for new NSLS members and inductees, along with NSLS orientation in the fall semester.

Financial Aid

- May 7-9 the financial aid office finalized all spring student aid for the 23-24 school year. This included reviewing all 2,812 spring students' Satisfactory Academic Progress (SAP) and finalizing \$2.36 million in federal and state aid grants and scholarships.
- May 13 with the departure of the previous director of financial aid, **Jameson Higgins** was tasked with the position Lead Financial Aid Specialist and charged with maintaining operational excellence in the department.
- May 19 Financial Aid Generalist **Matt Lowe**, Lead Financial Aid Specialist **Jameson Higgins**, Financial Aid Specialist **Kinyata Jones**, and Financial Aid Specialist **Kimberly Sparkmon** travelled to the Michigan Student Financial Aid Administrators Conference in Grand Rapids. They participated in a variety of trainings around Michigan State Aid programs, 2024 Federal Application for Federal Student Aid (FAFSA) updates, enrollment management, and Federal Title IV aid programs. This time of professional development was invaluable to the Financial Aid Office's preparations for the 24-25 school year.
- May 25 upgrades to our Banner student accounting software were finalized. This marked the end of weeks of testing and represented the final system upgrade that was needed before student data could be loaded into the 24-25 aid year.
- May 30 the financial aid office finished the upgrade of the EdConnect software access which is needed to facilitate data exchange with the Department of

Education. That allowed the team to retrieve student financial aid data for the 24-25 school year. This data was used to finalize preparations and testing for the student aid packaging process.

Housing

Occupancy Data:

- Summer:
 - 18 summer students staying in Beckwith Hall; Two new students.
 - Internships staying in Beckwith Hall this summer: Police Academy, Professional Golfers' Association of America (PGA), Whirlpool, House of David, Corewell Health.
- Fall:
 - 224 resident applications so far for Fall 2024.
 - Background Checks: 97 new incoming students have been cleared to pay their deposits.
 - Paid \$250 Deposits from New Incoming Students: 53
 - Secured Returners: 66
 - Total Occupancy for Fall 2024 so far: 119

Additional Information:

- Updated Website Information: Before the new website goes live, we worked closely with marketing and updated all the information on our website, especially our Frequently Asked Questions (FAQ) page.
- Marketing Photos: Marketing took new photos and will be taking more photos of the Resident Hall in the late summer and early fall.
- Construction: 113, 213, and 313 are still under construction, but we are ahead of schedule! They should be complete in mid-July.
- Resident Assistant Fall Training & Housing Orientation: We are in the planning stages for August's fall training for the RAs and developing the orientation materials for all housing students.
- Beckwith Programming Calendar: We have finished planning programming in Beckwith Hall for the next academic year, outside of the RA's Programs which will be developed in August.

Registrar's Office

The 2024 Commencement Ceremony was a momentous occasion, marked by several notable achievements and memorable moments. This year's event saw a record number of guests in attendance, increased student participation, and the presentation of a posthumous degree to the family of a student who passed away last year.

Record Guest Attendance

As in years previous, two ceremonies were conducted this year with open guest seating. The morning ceremony with Arts & Sciences graduates filled the Jenkins Theatre, including

some balcony seating; the afternoon ceremony with Career & Workforce Education and Health Sciences filled the entire theatre, including the balcony, and there was a bit of overflow. Between the two ceremonies, over 3000 guests attended, setting a record for the highest guest attendance to date.

In addition, the ceremonies were live-streamed, with over 500 views for each ceremony.

Increased Student Participation

Of the over 450 graduates receiving certificates and diplomas this year, 256 graduates opted to participate in the ceremony; there were 114 participants in the morning ceremony and 142 in the afternoon.

The Career & Workforce/Health Sciences graduates saw an increase in participation of nearly 50 students over last year, leading to an overall participation increase of the same.

Presentation of Posthumous Degree

A particularly emotional moment during the ceremony was the presentation of an honorary degree, presented posthumously to the family of *Sierra Loughrin*, who tragically passed away last year before completing her degree in Theatre. Dean of Arts & Sciences **Kris Zook** and Theatre Faculty **Patrick King** presented the diploma to parents Matt and Janine Loughrin and Sierra's younger brother, Joey, amidst tears and feelings of overwhelming gratitude for the recognition of the special moment the family would have otherwise missed out on.

The decision to award this degree posthumously was based on:

- The student's significant academic achievements and contributions to the College community.
- The strong support and request from the student's faculty members.
- The College's commitment to honor the memory and dedication of its students.

Ceremony Highlights

- Student Speakers: we were honored to have three outstanding graduates nominated by their peers, faculty, and staff speak at Commencement this year. *Shaneece Moffitt*, *Halie Saylor*, and *Julie Dokter* represented the Class of 2024, sharing the impactful LMC experiences that helped complete their journey to an associate degree.
- Honors Recognition: over half of our graduates received honors recognitions this year including 99 graduates with Honors (3.25-3.50 overall GPA), 96 graduates with High Honors (3.51-3.75 overall GPA), and 64 graduates with Highest Honors (3.76-4.00 overall GPA).
- Early Middle College: 74 students graduated from our Early Middle College programs, earning an associate degree alongside their high school diploma.

In conclusion the 2024 Commencement Ceremony was a great success, reflecting the College's commitment to academic excellence, student success, and community impact. The record attendance, increased student participation, and the heartfelt posthumous degree presentation highlighted the ceremony's impact and importance. Moving forward, the Commencement Committee aims to build on this success, continuing to enhance the commencement experience for all participants.

Student Well-Being & Accessibility

During the reporting period 15 new student accommodation intakes were completed for students with disabilities. 80% of these students had received a presentation from our department at their high school or were referred by a community partner who serves on the Berrien Interagency Transition Team. These numbers help to illustrate the critical importance of creating and maintaining strong partnerships with local high schools and area service providers, to ensure students with disabilities have equitable access to higher education.

In life coaching services, Life Coach **Rachel Heidema** facilitated an event titled Success In Bloom for students graduating in May. The 81 student attendees enjoyed participating in a self-reflection exercise on positive self-talk and celebrating personal successes. They also potted their own succulent plants to bring home as a symbol of their growth while at the College.

This reporting period, Life Coach, **Rachel Heidema** oversaw the fulfillment of 145 orders through the Red Hawk Refuel Pantry. These orders were placed by 52 unique students; 933 food items were dispersed. The Red Hawk Refuel Pantry continues to provide vital food resources for students at Lake Michigan College.

Regarding individual services, 63 unique students received weekly individual life coaching or mental health counseling services during the month of May. The coaching topics included academic skills, executive functioning, socialization skills, assertiveness skills, basic resource referrals, and academic major/career exploration. Mental health counseling sessions focused on providing evidenced based treatment for students presenting with various mental health issues. Life coaching and mental health counseling are crucial holistic support services available to our student population. These services ensure our students are healthy, supported, and equipped to reach their goals at LMC.

As of June 5, 2024

Employment Report:

Positions Posted or in the Hiring Process:

- Administrative Assistant, Dean of DEI and Executive Director of DEI and Start to Finish (Part-time)
- College Librarian
- Coordinator, Testing and Tutoring Services (Part-time)
- Director, Clinical Education Physical Therapist Assistant Program
- Faculty, Biology
- Full Stack Developer
- Generalist, Bertrand Innovation Center (Part-time Temporary)
- Head Coach, Women's Basketball
- Maintenance Technician
- Technical Support Specialists (2 openings)

New Hires:

- Administrative Assistant, Finance Division (Part-time) – Jacqui Byers
- Administrative Assistant, Select Academic Programs, Extended Education, and Hanson Tech Center (Part-time) – Lori Csintyan (starting July 8)
- Health Science Simulation Lab Specialist – Knut Lovhoiden (July 29)
- Lecturer, Math – Lindsey Dailey (starting July 29)
- Maintenance Technician – Douglas Washington (starting June 17)
- Precollege Coordinator/Advisor, Upward Bound – Jasminka Newbern
- Utility (Part-time) – Dakota Kiernan
- Utility (Part-time) – Mike Opulskas

Interim Positions:

- Charmae Sanders – Executive Director of DEI and Start to Finish
- Jameson Higgins – Lead Financial Aid Specialist

Position Changes:

- Casey Dubina – Director of Advising & Career Services
- Tim Godfrey – Director of Wine and Viticulture

Separations:

- Cynthia Munoz – Benefits/HR Generalist II
- Diane Baker – College Librarian
- Michelle Jones – Box Office Coordinator
- Steve Silcox – Public Safety Coordinator
- Tina Nguyen – Technical Support Specialist
- Tom Till – Technical Support Specialist
- Traci Henslee – Career Development Specialist

ADJOURNMENT MOTION by Ms. Tomasini with support by Mr. Weber to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:21 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Secretary