

CALL TO ORDER

Board Chair John Grover called the meeting of the Lake Michigan College Board of Trustees to order at 5:05 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Mark Weber, John Grover, Vicki Burghdoff, Brian Dissette, Debra Johnson, Mary Jo Tomasini and Joan Smith

SETTING OF THE AGENDA

Board Chair John Grover stated the agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the September 17, 2024 Board meetings 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 a review of the Fall LMC Day held on October 15th. Special thanks to Ms. Burghdoff for attending.

Dr. Kubatzke also shared with the Board that Lake Michigan College has been recognized by Smart Asset as the #1 community college in Michigan and one of the best in the entire country.

NEW BUSINESS



LAKE MICHIGAN[®]

C O L L E G E

Board of Trustees 2025 Meeting Calendar
For Approval 10.22.24
Regular meetings begin at 5:00 pm
Board planning workshop begins at 3:00 pm

January 7, 2025
Election

February 25, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

No meeting in July

August 19, 2025

September 16, 2025

October 21, 2025

No meeting in November

December 16, 2025

MOTION by Mr. Weber with support by Ms. Burghdoff to approve the 2025 Board of Trustees Meeting Calendar as presented.

ROLL CALL VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

FY '26 STATE OF MICHIGAN SUBMISSION – FIVE-YEAR CAPITAL OUTLAY PLAN

Annually, the State of Michigan requires all community colleges update their capital outlay plans and post on their respective college websites. Complying with this request allows community colleges to request and receive capital outlay grant funding.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the submission of the FY' 26 Five-Year Capital Outlay Plan, as proposed.

MOTION by Mr. Dissette with support by Ms. Tomasini to approve the submission of the FY'26 Five-Year Capital Outlay Plan.

ROLL CALL VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

Ellucian Student Forms and Student Communicator

Lake Michigan College (LMC) entered into a contract with Ellucian software providers for access to Ellucian's Student Forms and Campus Communicator products. This contract is a renewal contract for functionality already leveraged by LMC. Given these software products are owned by the same company as LMC's main operating system of Banner, and works as an extension of that operating system, these are sole source systems that cannot be purchased from another vendor. This renewal was due at the same time LMC was actively working on packaging 2024-25 student financial aid. To cancel the contract and re-build functionality at that time would have been detrimental to the organization and would have been beyond the ability of the student financial aid office to implement.

Student Forms:

Student Forms provides LMC students with an on-line portal that is used for the submission of required student financial aid documents. It also helps automate the review of said documentation. For example, when a student is identified by the Department of Education for the process known as Verification, that information is transferred from the Ellucian Banner product to the Student Forms product. Student Forms automatically notifies the student of the requirements, provides a link for the student to access the system, tracks any student submissions, provides automated assistance for the financial aid staff in reviewing the information, and tracks outcomes.

Campus Communicator:

Campus Communicator provides LMC the opportunity to have custom, dynamic communications with its students. Currently, Campus Communicator is used for distribution of the Financial Aid Award letter and Satisfactory Academic Progress letter: both documents that are required by the U.S. Department of Education.

Campus Communicator produces student specific SAP letters that provide individualized insights into the student's progress toward the completion of their degree. Each letter outlines: (1) the student's GPA in comparison to the required 2.0, (2) the percentage of courses the student successfully completed in comparison to the required 67%, (3) how close the student is to completing the program compared to the required 150%. Each element is presented in graphic illustration to help the student visualize their progress.

Campus Communicator also provides students with custom Financial Aid Offer Letters. Formally referred to as Award Letters, Offer Letters are required by the U.S. Department of Education to outline the student's potential financial aid eligibility in relation to estimated costs of attending the institution. Campus Communicator integrates with Banner in generating this letter.

ACTION:

We recommend the Board of Trustees authorize College administration to bind a contract with Ellucian for the services of Ellucian’s Student Forms and Campus Communicator Cloud Software as follows:

Description	Beginning Date	Expiration Date	Fee
Cloud Software			
Student Forms with Campus Metrics	October 1, 2024	September 30, 2027	Included
Campus Communicator with Campus Metrics	October 1, 2024	September 30, 2027	Included
TOTAL (for Contract Year ending September 30, 2025)			\$74,270
TOTAL (for Contract Year ending September 30, 2026)			\$78,726
TOTAL (for Contract Year ending September 30, 2027)			\$83,450

MOTION by Mr. Dissette with support by Mr. Weber to authorize College administration to bind a contract with Ellucian for the services of Ellucian’s Student Forms and Campus Communicator Cloud Software.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

Medical Insurance Benefits Renewal

The Plan Year for the College's medical insurance (i.e., health/Rx, dental, vision) covers a 12-month period from January 1 to December 31. Open Enrollment, the period when employees can enroll in the insurance plans, is held annually in November. Accordingly, the Board of Trustees is asked each October to approve the carriers for medical insurance for the upcoming calendar year.

To comply with [Michigan's Public Act 106](#), the College used Gallagher Benefit Services to solicit bids for medical insurance. Plan design, carriers, and funding arrangements were considered during this process.

The College's Health Benefits Taskforce (HBT) met twice with Gallagher to review and assess the bids. Based on the results of the bids, the following carriers are proposed for approval:

- Medical/Rx – continue with self-funded Priority Health high-deductible health plan (HDHP), increasing the specific stop-loss limit from \$25,000 to \$35,000
- Dental – continue with Blue Cross Blue Shield of Michigan (self-funded/fee schedule for out-of-network)
- Vision – continue with Guardian / VSP (self-funded)

The HDHP deductible was raised nationally for 2025 to \$1,650 for individual coverage (\$50 increase) and \$3,300 for family coverage (\$100 increase). The College will continue to fully fund the deductibles into an employee health savings account (HSA).

The following benefits and optional coverages will also continue to be offered:

- Critical illness, whole life, and accident insurance: optional
- Disability: long-term benefit provided/paid for by College; optional short-term available for \$4 per pay period
- Flexible spending accounts: optional
- Legal Shield legal plan and identity theft protection insurance: optional
- Life and AD&D (accidental death and dismemberment) insurance: basic provided by College, additional coverage optional
- Pet insurance: optional

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the 2025 medical insurance carriers presented above.

Dear Reader – don't include the below – these are internal notes, BUT MAKE SURE TO READ AND UNDERSTAND THEM:

- PA 106 requires that public employers:
 - solicit from different carriers 4 or more bids every 3 years when renewing or continuing health, dental, or vision insurance
 - 1 of the 4 bids must be a pooled product (like MESSA)
- What to do with this information: Based on what year it is in the table below you will know what language to use in the Board Action Item above – either “solicit bids” language or “perform a market analysis” language

Language to use for these dates:	2022 renewal (in 2021)	2023 renewal (in 2022)	2024 renewal (in 2023)	2025 renewal (in 2024)	2026 renewal (in 2025)	2027 renewal (in 2026)	2028 renewal (in 2027)	2029 renewal (in 2028)	2030 renewal (in 2029)
To comply with Public Act 106, the College used Gallagher Benefit Services to <u>solicit bids</u> for medical insurance	X			X			X		
Based on <u>the results of the bids</u> , the following carriers are proposed for approval	X			X			X		
To comply with Public Act 106, the College used Gallagher Benefit Services to the College used Gallagher & Co. to <u>perform a market analysis</u> for medical insurance renewals.		X	X		X	X		X	X
Based on <u>our analysis of the options available in the insurance marketplace</u> , the following carriers are proposed for approval		X	X		X	X		X	X

MOTION by Ms. Burghdoff with support by Mr. Dissette to approve the 2025 medical insurance carriers presented above.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

PROFESSOR EMERITUS RECOMMENDATION

Action:

College Administration recommends that the Board of Trustees bestow the title of Professor Emeritus upon Sue Balmes in honor of her exceptional contributions to the college, her exemplary service in academia, and her unwavering commitment to student success throughout her distinguished career.

MOTION by Mr. Weber with support by Mr. Dissette to bestow the title of Professor Emeritus upon Sue Balmes.

ROLL CALL VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

PUBLIC ACT 152 RECOMMENDATION

In 2011 the Michigan Legislature passed *Public Act 152* (PA152), which limits the amount that a public employer may contribute to annual employee healthcare costs. PA152 includes options for compliance, namely either:

- 1) "Hard Cap" option, whereby a public employer may not pay more than the dollar limits established annually by the State of Michigan;
- 2) "80%/20%" option, whereby a public employer may not pay more than 80% of the total annual costs of all of the medical benefit plans it offers to its employees.

ACTION:

We recommend that the Lake Michigan College Board of Trustees adopt the following resolution selecting the 80%/20% option, as it is the least costly to employees.

RESOLUTION TO ADOPT 80%/20% OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE *PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT*

WHEREAS, in 2011 the Michigan Legislature passed Public Act 152 ("PA152"), which limits the amount that a public employer may contribute to annual employee healthcare costs;

WHEREAS, PA152 contains options for complying with its requirements;

WHEREAS, the options for public employer contributions to employee healthcare are as follows:

- 1) "Hard Caps" Option – a public employer shall pay not more than the dollar limits established annually by the State of Michigan;
- 2) "80% / 20%" Option – a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers to its employees;

WHEREAS, Lake Michigan College has decided to adopt the 80%/20% option as its choice of compliance under PA152;

NOW, THEREFORE, BE IT RESOLVED Lake Michigan College elects to comply with the requirements of 2011 Public Act 152, the *Publicly Funded Health Insurance Contribution Act*, by adopting the 80%/20% option for the medical benefit plan coverage year January 1, 2024 through December 31, 2024.

MOTION by Ms. Smith with support by Ms. Burghdoff to adopt the resolution selecting the 80%/20% option, as it is the least costly to employees.

ROLL CALL VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

POLICIES-1st READ FOR REVIEW

Lake Michigan College Policy

ARTICULATION AGREEMENTS

Office of Origin: Records and Registration Department
Responsibility: Registrar, Provost, Academic Deans
Original Date Adopted: 10-09-20
Dates Reviewed: 10-09-20, 2 10-21, 6-11-24
Last Date Board Approved: 2-23-21

An articulation agreement is a formal, signed agreement between two accredited institutions that specifies the courses, credits, and program requirements needed to transfer directly/seamlessly from one institution into a related program at another institution. These agreements aim to ensure clarity regarding transfer eligibility and promote student success in pursuing advanced degrees.

~~Articulation agreements at Lake Michigan College are developed by members of Academic Affairs and maintained, reviewed, and published by the Registrar. At Lake Michigan College, articulation agreements are collaboratively developed by members of Academic Affairs and Student Affairs, including input from Deans, Department Chairs, faculty, and student affairs staff, in partnership with the counterpart institution. These collaborations ensure that both academic alignment and student support services are integrated into the agreements to facilitate a smooth transfer process for students.~~

Agreements are maintained, reviewed, and published by the Registrar's Office in consultation with the Vice President of Academic Affairs (VPAA). The agreements will be regularly reviewed every three to five years by the Articulation and Transfer Committee to ensure continued alignment with both institutions' curricula and compliance with accreditation standards.

Additionally, any modifications to curricula or institutional policies that may impact the agreement will prompt a review and necessary revisions. The agreements will be available to students and faculty, with the goal of enhancing transfer opportunities and supporting student academic progression.

References: Articulation Agreements Procedure

BOARD OF TRUSTEES TUITION WAIVER

Office of Origin:	President's Office
Responsibility:	Director, President's Office
Original Date Adopted:	x-xx
Dates Reviewed:	10-9-24 (C)
Last Date Board Approved:	x-x-xx

Members of the Board of Trustees of Lake Michigan College (the College) along with their spouse and any Internal Revenue Service (IRS) eligible dependents are eligible for the College's tuition waiver program.

The tuition waiver program provides that a waiver of tuition charges will be applied to the student account first before other financial aid, grants, or scholarships. Although tuition is waived by the College, the student is responsible for any course fees as well as textbooks and course support materials.

References:

Lake Michigan College Policy

~~STUDENT PER SEMESTER~~ CREDIT HOUR LIMIT

Office of Origin: _____ Academic Affairs
Responsibility: Provost and Vice President of Academic Affairs, [Registrar](#)
Date Adopted:
Last Date Reviewed: 11-08-16, 2-24-21 (C), [4-23-24](#)
Last Date Board Approved: 3-28-17

No student may take more than 18 credit hours of coursework per semester without written approval from the appropriate Academic Dean or their designee. During an accelerated session (e.g., 5-week or 7-week session) a student ~~may not~~ is recommended to not exceed eight credit hours without written approval from the appropriate Academic Dean or their designee. Permission will only be granted to students who ~~have a 3.00 (B) cumulative GPA or higher,~~ meet the following criteria:

1. Have a cumulative GPA of 3.00 (B) or higher.
2. Provide a compelling reason for exceeding the credit limit, such as:
 - Graduating early
 - Fulfilling prerequisites for a competitive program
 - Addressing financial constraints
 - Demonstrating readiness for increased coursework through academic advisor recommendation or completion of relevant prerequisite courses.

Students seeking approval to exceed credit limits must follow the designated procedure, including submitting a written request and any supporting documentation, to the appropriate Academic Dean or their designee. Approval will be granted based on academic performance, readiness for increased workload, and extenuating circumstances.

Once approved, students are expected to maintain regular communication with their academic advisor or faculty mentor to monitor their progress and ensure successful completion of coursework. Support services, including tutoring, time management workshops, and counseling, are available to assist students in managing the increased workload effectively. Additionally, students should notify the registrar's office in writing so their account can be updated accordingly.

Lake Michigan College is committed to supporting student success and recognizes the importance of flexibility in academic planning while maintaining academic rigor and integrity.

References:

Formerly Titled: [Student Per Semester Credit Hour Limit](#)

FREEDOM OF EXPRESSION

Office of Origin:	Marketing
Responsibility:	Executive Director of Marketing, Provost and Vice President, Academic Affairs; Vice President, Student Affairs; Executive Director, Mendel Center Operations
Date Adopted:	10-24-2008
Date Reviewed:	8-05-2020
Last Date Board Approved:	8-05-2020

Freedom of thought and expression is essential to any institution of higher learning. Uncensored speech - which does not include a right to harass, injure, or silence others - is essential in an academic community. Members of the Lake Michigan College (the College) community should understand those standards of civility, consideration, and tolerance must shape our interactions with each other. Infringing upon the expression of views, ~~either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials~~ whether by disrupting a speaker, defacing or removing properly posted or distributed physical notices or materials, defacing or tampering with external whiteboards, or through online or cyber actions such as defacing or hacking digital content, will not be tolerated.

The College reserves the right to control the time, place, and manner of events that occur on campus. The College does not seek to censor the expression of ideas but to maintain campus safety and order. ~~Protesters may be assigned to particular places 100 feet from an event on campus by College staff or their representative.~~ Demonstrations by members of the College community may occur on campus but must not disrupt the regular operation of the College.

In addition, the event sponsor must consult with the Executive Director, Marketing for an employee-sponsored event, the Provost, Vice President of Academic Affairs for an academic event, or the Vice President, Student Affairs for a student organization event regarding the logistical arrangements. Outside client events must consult with the Executive Director, Mendel Operations.

Guidelines for Dissent and Protest

1. The scheduling of a speaker or event known or considered to provoke public controversy requires adequate notice.
 - (a) Large Groups – any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people should notify the Executive Director of Facilities Management ~~at xxx-xxx-xxxx~~ at least five business days before the day of the activity and provide information related to the specific location, estimated expected number of persons, and the name

Lake Michigan College Policy

and contact information of a least one person who can be contacted regarding logistics of activities, which shall include at least one person who will be physically present at the event or activity.

(b) Students – any student or student group may seek to reserve the use of specific outdoor areas by contacting the Director of Campus Life at ~~xxx-xxx-xxxx~~ at least one five business days prior to the activity.

2. Dissent is welcome at the College; disruption of College activities will not be tolerated.
3. Students, employees and guests are free to support causes by orderly means that do not disrupt College operations or activities.
4. Individual members of the College community speak only for themselves in their public expressions or demonstrations. College Marketing Services coordinates and issues all institutional responses to the media.
5. Members of the College community may distribute literature where it will not interfere with classes or any other College function. Literature may only be posted on the public bulletin board space located in each facility. Political campaign posters and other such materials are not allowed to be installed on College property.
6. Protesters may neither impede nor harass people wishing to attend an event or to see or hear a speaker.
7. ~~Protesters will be assigned to a particular place 100 feet from the event on campus by a College employee or representative. Protesting is only permitted outside of a College facility. Assigned space will be at least 100 feet from the entrance of a College building. Protesters will be assigned to designated external spaces by College staff or their representative, which will be no less than 100 feet from the event. Protesting inside buildings or other indoor spaces on campus is strictly prohibited~~
- 8.
9. Disruption, force, or threat of force is not an acceptable form of protest at the College and will not be tolerated.
10. Any individual whom the College deems to violate this policy will be considered a trespasser, and ~~the appropriate~~ law enforcement will be notified.
11. The College may, at its discretion, call upon law enforcement agencies for assistance and/or may impose its own disciplinary sanctions upon person(s) who violate this policy.
12. **Camping and overnight occupation of public space on Lake Michigan College property by external individuals and/or organizations is prohibited. Property includes all LMC campuses, grounds, facilities, and property owned, operated, or controlled by the college. Camping is defined as the use of any part of the campus for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors after normal business hours, making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), storing personal belongings, using any tent or similar structure for sleeping, sleeping in, on or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy. Camping does not include the use of College Property that has been designated as sleeping areas.**

Lake Michigan College Policy

13. Camping may be permitted by students, faculty or staff in connection with College events which require overnight occupancy at the site of activity, if approved in advance by Campus Life and Facilities Management.

References:

Lake Michigan College Policy

GRADE ASSIGNMENT AND GRADE POINT AVERAGE (GPA)

Office of Origin:	Academic Affairs & Student Affairs
Responsibility:	Provost and Vice President of Academic Affairs; Vice President of Student Affairs
Original Date Adopted:	X-X-XX
Dates Reviewed:	9-22-09; 5-15-18; 6-26-18
Last Date <u>Board</u> Approved:	4-13-21 , 6-22-21

The following applies to all academic credit course offerings at Lake Michigan College (the College).

I. Final Grades

Students who have completed all course requirements as defined by the instructor in the syllabus will be issued a final grade based upon the scale listed below. Final grades are posted to students' official transcript of record as submitted by the instructor.

II. Incomplete ("I") Grades

An "I" Incomplete ("I" grade) is computed in the grade point average (GPA) as an a failing grade ("E") and may affect financial aid, housing, or athletic eligibility. An "I" grade can be extended at the discretion of the instructor.

All grade changes must be made within one semester of their issuance. The student and instructor must agree on a timeline for completion of the coursework for an incomplete, up to one additional semester. The instructor must submit a grade change to the grade earned at completion of the outstanding requirements. Any "I" grades not updated by the end of the following semester will be automatically changed to an "E"/failing grade.

An incomplete can be extended by agreement between the instructor and the student; the Registrar's Office must be notified of the extension.

III. Withdraw ("W") Grades

See the Registration Policy ~~Registration Policy~~ for information regarding Withdrawals ("W" grade). A "W" grade is not calculated in the grade ~~GPA~~ point average (GPA) but may affect completion rate for financial aid. See financial aid policies for more information.

IV. Mid-Term Grades

Lake Michigan College Policy

Mid-term grades do not affect the GPA and are not posted to the student's official transcript of record. Mid-term grades help faculty, staff, and students track student progress and success in each class and allow efficiency in Financial Aid processing decisions. Student accounts will be reviewed upon mid-term grade submission and the Financial Aid Office and Academic Advising staff will be notified of failing grades, withdrawals, or otherwise insufficient grades.

V. Reporting and Availability of Grades

Mid-term grades are submitted at the mid-point of each part of term. - ~~Specific dates are listed in the Academic Calendar.~~ Final grades are submitted following the end of the full term. ~~Specific dates for both are listed in the Academic Calendar.~~

All grades are submitted [via WaveLink submitted online via the employee portal](#) by the instructor of record for the class. Exceptions are made only in extreme situations such as the hospitalization or death of the instructor, in which case the Registrar may collect and enter the grades and document the exception.

Mid-term grades are available to students [online via the student account](#) upon submission by the instructor. Final grades are available to students [online via the student account](#) after they are processed by the Registrar's Office. Specific dates are listed in the Academic Calendar.

VI. ~~Grade Point Average (GPA)~~

~~Grade point average (GPA) is used to determine a student's academic standing, [athletics eligibility](#), financial aid eligibility (including grants, loans, and scholarships), eligibility for graduation, dean's list and other academic awards, second-admit program entrance, and often for transfer to a four-year [university institution](#) for further study.~~

Grades for courses below 100- level (transitional courses) are included in the GPA but cannot be used to fulfill graduation requirements.

VII. Grade Scale and GPA Calculation

Letter grades are assigned a point value as indicated below. Cumulative GPA is calculated by multiplying the point value of each grade by the credit value of the course, adding the total number of points earned, and then dividing by the total number of credits. For information regarding how repeated courses affect the calculation of the cumulative GPA refer to the [Course Repeat Policy](#).

<u>Grade</u>	<u>Points</u>
A+	4.00
A	4.00

Lake Michigan College Policy

A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00

- References:
- [Course Repeat](#)
 - [Policy Registration](#)
 - [Policy](#)
 - [SAP for Financial Aid Policy](#)
 - [Academic Recognition Policy](#)
 - [Credential Completion and Graduation Policy](#)

CREDENTIAL COMPLETION AND GRADUATION POLICY GRADUATION AND COMMENCEMENT

Office of Origin: Academic Affairs & Student Affairs
Responsibility: Provost and Vice President, Academic Affairs, Vice President of Student Affairs
Original Date Adopted: 3-28-17
Dates Reviewed: 2-23-2021, 3 10-2021 (C), [6-11-24](#)
Last Date Board Approved: 3-28-17

~~Certain requirements must be met both to complete a Lake Michigan College (LMC or College) degree or certificate and to officially graduate from a program. These requirements, as outlined below, must be satisfactorily met prior to credential conferral and will be verified for each student who applies for a degree or certificate. All requirements outlined below must be met to earn a Lake Michigan College (LMC or the College) degree or certificate. The Registrar's Office certifies program completion prior to posting degree/certificate awards.~~

Credential Completion Requirements:

~~Lake Michigan College LMC currently offer awardss associate degrees, advanced certificates, and certificates of achievement. Each level of credential requires the following~~The requirements for each are as follows:

1. Associate Degree

~~To earn an associate degree, a students must satisfactorily complete~~pass a minimum of 60 credit hours which apply directly to the degree.

~~This~~The residency requirement for an associate degree has a residency requirement of 20 credit hours earned at LMC; i.e., a minimum of 20 credits must be conferred by LMC and cannot include credits earned through TR, CEL, AC, AP, CLEP, or credit by examTransfer credit, credit for prior learning, articulated credit, advanced placement, CLEP and credit by exam do not count toward residency.

2. Advanced Certificate

~~To earn an Advanced Certificate, a students must satisfactorily complete~~pass a minimum of 30 4-59 credit hours, depending on the certificate program, which apply directly to the certificate. Certificates requiring 30 credits or more have a residency requirement of 15 credit hours; i.e., a minimum of 15 credits must be conferred by LMC and cannot include credits earned through TR, CEL, AC, AP, CLEP, or credit by exam.

~~Certificates requiring less than 30 credit hours do not have a residency requirement, nor are they eligible for Honors recognition.~~The residency requirement for an advanced

certificate is 15 credit hours earned LMC. Transfer credit, credit for prior learning, articulated credit, advanced placement, CLEP and credit by exam do not count toward residency.

3. Certificate of Achievement

To earn a Certificate of Achievement, students must pass 1-29 credits hours which apply directly to the certificate. There is no residency requirement for a certificate of achievement.

1. All credits earned toward a credential must be at or above 100-level coursework.
2. The student must have an active admission application on file and must be considered certificate or degree-seeking.
- 4.3. All degree and/or and certificate program requirements, including transfer credits used toward program completion, must be completed by the last day of the semester in which the student is graduating, for fall and summer graduation applicants. Spring applicants may finish any requirements during the immediately following summer term. Students who do not complete requirements by the end of the immediately following summer term within the appropriate timeframe must reapply for graduation. The College does not back-date degree or certificate conferrals.

All credentials which bear academic credit must be formally are approved through the College's curriculum process and must be awarded through the graduation process in accordance with this policy and administered by the Registrar's Office.

Graduating from a Program and Commencement:

A student may graduate from a program under the catalog in effect at the time of matriculation or any subsequent catalog. However, no student may graduate from a program under a catalog that is more than 5 academic years old at the time of graduation.

Students who have completed, or are near completion of, their program requirements must apply for graduation by the published deadline in order to have their degree or certificate awarded conferred and receive their diploma, even if they do not wish to participate in the Commencement Ceremony. This requirement applies regardless of a student's intent to participate in the commencement ceremony.

A commencement ceremony is held once per year in May. Summer and fall graduates are invited to participate in the May ceremony.

Graduating with Honors:

Honors: 3.25-3.7449 cumulative LMC GPA

Lake Michigan College Policy

High Honors: ~~3.75~~3.9974 cumulative LMC GPA
Highest Honors: ~~3.75~~

Honors status as announced at the Commencement Ceremony does not include the current Spring semester, ~~as~~because final grade processing occurs after the ceremony takes place. A final Honors status will be determined at the time of degree ~~conferral~~award.

Additional Associate Degrees and Certificates:

A student may earn subsequent associate degrees and certificates if all requirements for the degree or certificate have been ~~successfully~~successfully completed, ~~and provided the following conditions are met:~~

Additional associate degrees require a minimum of 15 additional credit hours of passing LMC coursework which applies directly to the additional degree. All other requirements outlined above also apply to the additional degree.

Additional certificates do not have any requirements beyond those outlined above.

~~1. — A minimum of 15 additional credits hours of coursework which applies specifically to the additional degree.~~

~~Credential Conferral~~Degree and Certificate Awards

~~In order to~~To maintain~~meet~~ federal reporting compliance requirements, all awards ~~conferred~~ will be posted within 30 calendar days of the end of the semester in which the student completes graduation requirements.

References:

Formerly Titled: Credential Completion & Graduation Policy

Lake Michigan College Policy

PLACEMENT TESTING

Office of Origin:	Academic Affairs
Responsibility:	Provost and Vice President of Academic Affairs
Original Date Adopted:	06-23-1987
Dates Reviewed:	12-12-2017, 1-30-2018, 3 17-2021 (C), 4-30-2024
Last Date Board Approved:	04 24-2007 , 5-30-2018

~~The purpose of placement testing at Lake Michigan College (LMC) is to ensure that students are placed in courses that will support their success. English (E), mathematics (M), and reading (R) represent basic prerequisite skills that are required for most college-level courses*. Students are assessed in these three areas using standardized test (e.g., SAT, ACT), Accuplacer or similar placement assessments, and/or Multiple Measures Assessments (MMA). Multiple measures assessments potentially include high school GPA, course history and grades, and/or LMC designed assessments. Decisions regarding what measures are appropriate, as well as minimum proficiency scores for each measure and how long each test's scores can be used, are made by English, Mathematics, and Reading faculty in collaboration with the Director of Advising, the English as a Second Language (ESL) Program Specialist, and the [Director of the Testing Center/Manager of Testing Services](#).~~

[Guided Self-placement \(GSP\) is a tool used to assist new students applicants in choosing the appropriate entry-level math and English courses that support students' best chance of being successful academic success.](#) Upon applying to the college, students [will be asked to complete a GSP Survey. The results of that survey will give provide a recommendation for whether or not the student starting in the gateway level math and English courses or may benefit from adding corequisite support. Students wanting to place above the entry-level gateway course in Math may do so based on Standardized Test Scores \(ACT, SAT, Accuplacer\) or by permission of the Math Department Chair/instructor. Students involved in Direct Credit or Early College students, including Direct Credit, Dual Enrollment, and Middle College may be required to prove college readiness with ACT, SAT, Accuplacer, GPA, or other standardized test scores.](#)

[Recommendations for placement are set by the Math and English Faculty. A placement guide with those standards will be created by the appropriate Math and English Chair or Faculty representative\(s\) and made available to admissions, and advisors, and published on the college website.](#)

Any standardized test scores that students have on file with a recognized testing provider (e.g., College Board, ETS, ~~and~~ Cambridge Assessment) must be submitted to the College directly from the testing provider. In most cases, test scores are valid for five years;

however, expiration dates of some scores may vary by test type or by

Lake Michigan College Policy

department (e.g. [nursing](#)[Nursing](#)).

~~* Students who do not achieve the necessary minimum scores on English (E), Mathematics (M), and/or Reading (R) placement tests will be placed in and must pass appropriate Transitional courses before they will be able to register for courses that require an E, M, or R pre-requisite. Further detail and history of Transitional and College-level course placement can be found in the Lake Michigan College Placement Guide (see separate document).~~

Placement Test Administration

Placement tests offered at Lake Michigan College or proxy sites must be administered by trained and qualified individuals approved by the [Director of the Testing Center](#)[Manager of Testing Services](#). Assessments designed by LMC (e.g. Multiple Measures) must be completed at least five business days before the start of the term in which the student intends to enroll in classes.

Placement Test Retesting

Students may retest in each test subject once during the first testing term. [desiring to take Accuplacer or the appropriate assessment to improve their math placement once per LMC term until they begin the math sequence.](#) To allow for adequate retest may only occur after a 48-hour waiting period from the time in which the test was initially taken. [Same-day retesting is not permitted.](#)

International Students

International students whose first language is not English may be required to take a standardized English for academic purposes language proficiency test as part of their I-20 application for an F-1 visa status. These tests include TOEFL iBT, IELTS, MET, and Pearson PTE. Scores from these tests must be submitted to the College directly from the testing provider. [The ESL Program Specialist is responsible for setting cut scores for course enrollment purposes.](#)

Scores from English for academic purposes tests are not adequate for making [E, M, or R](#) decisions. Therefore, international students who are eligible for enrollment at the College, must take [E, M, and R](#) placement testing at LMC and/or submit college readiness scores as indicated herein prior to the beginning of the term in which they wish to begin studies.

Student Preparation for Placement and Standardized Tests

For best score results, students should become familiar with the test format and question types prior to taking placement tests. Test preparation materials are available at no cost through the following test developer websites:

- [ACCUPLACER](#)
- [SAT](#)
- [ACT](#)
- [TOEFL iBT](#)
- [IELTS](#)

Lake Michigan College Policy

- MET

- Other review recommendations are available from [the LMC Testing Center Testing Services](#).

Placement Testing Accommodations

Students, ~~Early/Middle College counselors, and/or parents~~ seeking ~~student Outreach and Support Services Coordinator Wellbeing and Accessibility~~ ~~for further~~ reasonable accommodations through student engagement in the interactive Testing with accommodations requires at least three days prior notice and must be scheduled by calling ~~the Testing Center Testing Services~~.

References: [A Guide to Testing, Placement, and Mobility for Transitional Studies](#)

Formerly Titled: Placement Testing

SALE / DISPOSAL OF COLLEGE PROPERTY ASSETS & TECHNOLOGY (COMPUTERS)

Office of Origin	Purchasing
Responsibility:	Manager, Purchasing & Risk Management
Original Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 6-29-20, 10-9-24 (C)
Last Date Board Approved:	6-29-20

If a Lake Michigan College (College) asset is no longer useful or damaged beyond repair, a Sale/Disposal of College Property Form must be completed and approved by the Budget manager. Additional approvals are required based on item value, as follows:

- \$1,000 to \$49,999 – CFO
- \$50,000+ – President

For assets purchased using grant funds, the sale/disposal must be handled in accordance with the grant requirements.

If a donated asset valued at more than \$500 is disposed of within 2 years of when received, IRS Form 8282 Donee Information Return must be completed.

If the asset is still usable, a notice may be put on the employee portal to see if it can be used elsewhere. If no interest is shown, it should be sold or disposed of.

Usable assets valued at \$500 - \$49,999 should be advertised for sale. Bids should be solicited for assets valued at \$5,000+. If an asset is too large to store, it may be sold in short order using only local advertising.

The area disposing of the asset will get 25% of the net proceeds if the asset is sold. Proceeds must be spent within the fiscal year sold.

Damaged asset should be recycled if at all possible instead of being thrown away. Usable asset that aren't sold or used elsewhere in the College should be donated if at all possible instead of being thrown away.

All completed/approved forms must be sent to Purchasing Manager so the fixed asset inventory records can be adjusted.

TECHNOLOGY ASSETS

Technology assets are considered computer/technology equipment or

Lake Michigan College Policy

peripheral devices, including computers, servers, hard drives, laptops, smartphones, handheld computers, peripherals, printers, scanners, compact and floppy disks, portable storage devices, backup tapes, and other technical hardware that may store information.

When technology assets have reached the end of their useful life, the IT Department must be notified. IT will then securely destroy or erase all storage media in accordance with current industry best practices to meet the Center for Internet Security methods of media sanitization. An electronic recycling area is located within the service desk area where IT will store recyclable hardware before removing all data prior to final disposal.

All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program, or physically destroyed if degaussing is not possible.

To maintain data security, computer hardware will not be available for donation or resale. Instead, all such equipment will be recycled through an electronic waste facility to ensure that no sensitive data is compromised.

References: CIS Critical Security Control 3: Data Protection, CIS Sanitization Secure Disposal Standard

TUITION WAIVER – EMPLOYEES

Office of Origin: Human Resources
Responsibility: Executive Director, Human Resources
Original Date Adopted: 8-26-86
Dates Reviewed: 7-10-18, 1-5-22(C), 9-25-23(C), [10-9-24\(C\)](#)
Last Date Board Approved: ~~12-5-23~~ [x-x-xx](#)

Employees of Lake Michigan College (the College) are encouraged to further their education and training at the College through the tuition waiver program.

A waiver of tuition charges will be applied to an employee's student account first before other financial aid, grants, or scholarships. Although tuition is waived ~~by the College for employees~~, the employee is responsible for a "waiver fee" and course fees, as well as textbooks and course support materials.

All employees are eligible for this benefit, along with the employee's spouse and Internal Revenue Service (IRS) eligible dependents, as follows:

- Full-time employees are eligible for waiver of 100% of tuition (fees still apply.)
- Regularly-scheduled part-time employees are eligible for waiver of 50% of tuition (fees still apply.)
- Part-time Adjunct faculty are eligible for tuition waiver on a prorated basis: one contact hour will be waived for each contact hour taught (fees still apply.) Eligibility begins following completion of an part-time adjunct faculty's class, may be accrued up to a max of 45 contact hours, and must be used within 3 years of accrual of being earned. (Fees still apply.)

With the permission of the supervisor, non-Facilities employees may take one class during the workday. For Facilities employees, see the Facilities contract for provisions.

References: Facilities Management
Contract Faculty Contract
[LMC Shared Services with Contractors & On-Campus Partners policy](#)

Lake Michigan College

WAGE ADJUSTMENT BASED ON COST OF LIVING ADJUSTMENTS (COLA)

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx

On January 1 of each year, Lake Michigan College (LMC) will award a raise to all non-bargaining unit employees equivalent to the published annual average Cost of Living Adjustment (COLA) as of the prior September. Bargaining unit employees should refer to their respective union agreements for details on compensation adjustments and other related matters.

The COLA percentage will be applied to the current base wage of non-bargaining unit employees as of each January 1. The new adjusted base wage will be effective from January 1 to January 1 of the following year. The adjusted wages will be processed and reflected in the first payroll of January each year.

The annual raise percentage will be no less than 2% and no more than 4.5%, regardless of the COLA.

Human Resources will communicate the percentage of wage compensation to non-bargaining unit employees by November 15 each year. This communication will include an explanation of the data source and the calculated adjustment, if any.

Data Source

The COLA will be based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as published by the U.S. Bureau of Labor Statistics. This source is consistent and widely recognized for its accuracy in reflecting changes in the cost of living. The data can be accessed at [U.S. Bureau of Labor Statistics - CPI-W](<https://www.bls.gov/cpi/>).

Exceptions

Exceptions to this policy are at the discretion of the President of Lake Michigan College

References:

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:

- On October 18 the college hosted 2,000 9th graders for Career Pathways Day. The event was in partnership with Berrien RESA and was a great day.
- The Sonography program received news that it has been approved accreditation through 2034.
- Dan Campbell, Associate Dean, Learning Resource recently received his PhD.

ACADEMIC EXCELLENCE

On September 12, **Ken Flowers, Jeremy Burleson, Julia DeGroot,** and **Laura Henderson-Whiteford** met with the Provost of Davenport University and several Deans to discuss transfer opportunities from Lake Michigan College (LMC) to Davenport University. The discussion focused on aligning E-Sports with Sport Management, revisiting Computer Science options, connecting Trucking with Operations and Supply Chain Management, aligning Criminal Justice with Legal Studies, and exploring Prior Learning Assessment (PLA) possibilities for industry credentials.

On September 12, 2024, **Dr. Kubatzke** and **Ken Flowers** met with Andrews University leadership, including AU President Dr. John Wesley Taylor V, to discuss expanding the LMC- Andrews University partnership. They explored key ideas such as sharing insights on student life, enhancing faculty collaboration through conferences and guest lectures, establishing seamless program articulations via formal MOUs, and organizing "Preview Andrews" visits for LMC students. These initiatives aim to strengthen the partnership as we move forward.

On September 20, The Diagnostic Medical Sonography - Obstetrics and Gynecology program was awarded continuing accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation, following a successful site visit on May 14, reflects our commitment to excellence in education and quality. Special thanks to **Beth Zak, Pamela Coyer James, Erin McGuire, Sydney Whittker,** and **Dr. LaToya Mason** for their hard work. The next comprehensive evaluation is scheduled for 2034. This achievement reinforces our mission to provide top-tier training for future healthcare professionals.

COMMUNITY IMPACT

On Saturday, September 7, faculty from the English Department were invited to host poetry games at Fernwood Botanical Garden's "Poetry in the Garden" event which featured youth poet Marjane Searl. English Faculty members **Lia McCoskey, Erik Mortenson,** and **Sarah Smith** lead attendees in all-ages experimental writing activities inspired by avant-garde writers. The games were well-received by the 40 attendees, and the English Department has been invited to collaborate with the garden for events for National Poetry month in April 2025.



Erik Mortenson, Lia McCoskey, and Sarah Smith interact with event participants.



Budding poet.



Sarah Smith, Lia McCoskey, and Erik Mortenson interact with event participants.

On September 10, **Jeremy Burleson** hosted the South Haven Rotary Club. The event featured a tour of the new Physical Therapy Assistant room, E-Sports room, and the rest of the campus. During the visit, Jeremy highlighted the new programs being implemented at the campus, including Trucking, the addition of a hoophouse, and the Physical Therapy Assistant program.



South Haven Rotary Club meeting participants.

On Friday, September 13, the Best of Japan Midwest Roadshow and Advanced Manufacturing Technology Startup Showcase visited the Hanson Technology Building for a lunch and tour event. Eight representatives from Japanese companies participated, seeking partnership, investment, and opportunities to enter the U.S. market.

The Southwest Chamber, along with local companies from Southwest Michigan, convened to showcase the region's robust business and manufacturing support ecosystem. This event highlighted the advantages of Southwest Michigan as an exceptional environment for manufacturing startups to thrive and grow.

On September 18, part-time History instructor **Tim Moore** presented "The Greatest: The Spectacular and Controversial Career of Muhammad Ali" at the Whitcomb Retirement Residence in St. Joseph. His presentation included clips of Ali's notable boxing matches, such as his knockout of George Foreman in 1974 and his legendary fights with Smokin' Joe Frazier. Mr. Moore also discussed Ali's conversion to Islam, his military draft avoidance, and his local philanthropy in Southwest Michigan, recalling his encounters with Ali at his Berrien Springs training camp in 1977. Mr. Moore hosts history presentations on the third Wednesday of each month at the Whitcomb, starting at 6 p.m., free and open to the public.



Muhammad Ali, Tim Moore, 1977



Sparring with The Champ, 1977

On September 19, **Cliff Brown**, instructor of the Trucking program participated in a Touch a Truck event in South Haven along with local police, firetrucks, and construction trucks to help kids learn more about the profession.



Touch a Truck event participants.



LMC Truck

On September 21, the South Haven Campus hosted the Liberty Hyde Bailey Conference where speakers talked about horticulture and how the growth of food is changing across the country.

On September 23, LMC, in collaboration with the Southwest Michigan Regional Chamber, hosted a Professional & Soft Skills Bootcamp that attracted 22 participants from local industry partners. Employees from Ausco Products provided exceptionally positive feedback, with one stating it was the best training they had ever attended. Participants noted that the topics covered were impactful, with one attendee successfully applying a skill learned during the bootcamp. We look forward to offering more opportunities for personal and professional growth at the next Bootcamp on Monday, November 18.



On September 24, the South Haven Campus hosted the South Haven Speaker Series. Where Speaker Natasha Bagdasarian spoke about *A Public Help Approach to Solving Gun Violence in Michigan*.



South Haven Speaker Series participants

On September 24, a delegation from the Vietnam Chamber of Commerce and Industry (VCCI), consisting of 13 representatives, visited the Hanson Technology Center, including a brief stop at the Welch Center. Their visit aimed to engage with our manufacturing leaders as Vietnam seeks to enhance its manufacturing sector and surpass China as a global leader. One delegate expressed appreciation for the tour, stating, "Thank you for the wonderful tour of the Hanson Tech Center and the winery. You have a phenomenal program—congratulations!" Notably, Madame Huong, CEO of AutoTech, expressed interest in replicating LMC's Fab Lab at her facility to create a safe learning space for girls to explore engineering and entrepreneurship.



Vietnam Chamber of Commerce and Industry (VCCI) visitors

On Saturday, September 28, English Faculty **Lia McCoskey** co-facilitated a workshop at Fernwood Botanical Garden titled "Natural Dyeing with Invasive Barberry". The workshop taught 12 participants the process for applying shibori resistance dyeing techniques using a natural dyebath from invasive barberry collected on-site. As a member of the college's

Sustainability Committee, Lia discussed the importance of working with local conservation groups to manage invasive plants, and how these plants can be repurposed.



Community participant

On September 30, the South Haven Campus hosted the South Haven AAUW school board candidate debate.



South Haven AAUW school board candidate debate participants

For the Month of September **Laura Henderson -Whiteford**, Admissions Representative for the South Haven Campus set up an informational table at the Farmer’s Market in Pullman, the All Crafts fair in South Haven, Covert Pancake Breakfast, and the Goose Festival in Fennville.

On Tuesday, October 1, around 50 business leaders and educators gathered at the Hanson Technology Center to celebrate a \$500,000 investment from the state for the Berrien Talent Collaborative’s mission to enhance apprenticeship opportunities. State Representative Joey Andrews, D-St. Joseph, emphasized that this funding will support workforce and economic development in Southwest Michigan, stating, “We’re going to see Berrien County reach its

potential." The investment will aid staffing, website development, marketing, and resource sharing for the initiative.

The Berrien Talent Collaborative, which includes Berrien RESA, Lake Michigan College, the Southwest Regional Chamber, and the Greater Niles Chamber of Commerce, focuses on high school students and integrates local education and job development resources to build a skilled workforce through youth apprenticeships.



State Representative Joey Andrews

EMPLOYEE EXPERIENCE

On September 26 & 27, the Student Success Summit at the Kellogg Hotel and Conference Center in East Lansing brought our college community together to engage in meaningful discussions on improving student outcomes. With the theme "Real Talk: Real Data, Real Action, Real Results," the summit inspired reflection, shared learning, and actionable outcomes. Our college had the largest contingent, including **Kate Attila-Hyska, John Beck, David Blumberg, Dan Campbell, Barbara Craig, Rhiannon Cross, Casey Dubina, Ken Flowers, David Krueger, LaToya Mason, Lia McCoskey, Leslie Navarro, Sean Newmiller, Karla Pankratz, Charmae Sanders, Brenda Shepard, Sara Skinner, Sarah Thomas, Linwood Whitten, and Kris Zook**. Notably, **Sean Newmiller** participated in a panel on Guided Placement, while **Dr. LaToya Mason** contributed to a group project on transitioning from high school to college. The insights gained will drive our ongoing efforts to support student success.

On September 26, **Dr. LaToya Mason** successfully graduated from the 2023-2024 MCCA Leadership Academy. This year-long program, consisted of six live sessions, concluded with a capstone project and a graduation ceremony at the MCCA Student Success Summit. As part of the academy, Dr. Mason contributed to a group project focused on enhancing the transition from high school to college, offering valuable insights into student success. The cohort included 40 participants from 24 community colleges across Michigan, selected through nominations by their college Presidents or Chancellors. Congratulations to Dr. Mason on this prestigious accomplishment!

Dan Campbell, Associate Dean for Learning Resources, successfully completed his Doctor of Education in Organizational Leadership from Nova Southeastern University. His dissertation, titled "Organizational Learning at a Midwest Community College," explored how colleges can leverage organizational learning practices to enhance institutional capacity and achieve strategic goals. Please join us in celebrating Dan's remarkable accomplishment!

STUDENT SUCCESS

On September 12, the South Haven Campus hosted a Resource Fair allowing students to see what resources the College offers for them including TRIO Programs, Counseling Services, and tutoring.



Resource Fair participant

On September 18 and 19, the South Haven Campus offered lemonade and hotdogs for students.



Students enjoying lemonade and hot dogs

STUDENT AFFAIRS DEPARTMENT REPORTS

Al Pscholka - Vice President, Enrollment, Marketing, and Governmental Relations

Mr. Pscholka updated the Board on the following Student Affair items:

- The Start to Finish program is having it's best number of participants in years with a total of 128 students enrolled in the program.
- The college received news that we are recognized as a Gold Status Veteran Friendly School.
- The Educational Opportunity Center (EOC) has been prefunded for the 25-26 program year.

ACADEMIC EXCELLENCE

Upward Bound (UB)

Upward Bound hosted Michigan State University, Oakland University, and Western Michigan University for college visits with Upward Bound seniors and juniors.

COMMUNITY IMPACT

Educational Opportunity Center (EOC)

To kick off this current program year, The Educational Opportunity Center (EOC) has received notification of this program year's Non-Competing Continuation Award. We have been awarded the same award amount as last program year (program year three), which if you recall, was an increased award amount from the original funded to serve amount initially granted. For this current program year four (2024-2025) and next program year five (2025-2026), The Educational Opportunity Center has been awarded and pre-awarded the amount of \$406,793.00 for each program year. This year, we unexpectedly received a front- loaded award for program year five which is the last year of this current grant cycle. This funding is to be reserved for the relevant program year, but nonetheless serves as a conditional offer of funding, given the project continues to meet substantial progress toward meeting the goals and objectives of the project.

Upward Bound (UB)

Upward Bound presented at the Benton Harbor Area Schools Board of Education Meeting in September on the community impact and partnership that the program has with the Benton Harbor Area Community.

EMPLOYEE EXPERIENCE

Diversity, Equity, and Inclusion (DEI)

Dean of the Office of Diversity, Equity, and Inclusion (DEI), **Cam Herth** facilitated interviews with three applicants for the position of Part time Administrative Assistant. The outcome of the interviews resulted in the hiring of Mary O'Donnell who started work in the office on Monday, September 30.

Upward Bound (UB)

Jake Sall, Upward Bound Academic Programs Coordinator, celebrated a year with Upward Bound and Lake Michigan College.

STUDENT SUCCESS

Athletics

- Women's Volleyball is 3-3 in conference play with an overall record of 5-17. They went 1-2 this past weekend at the Raider Challenge going five sets with a very tough opponent Carl Sandburg College.
- Women's Soccer is currently 0-5 in conference play after losing a few close games these past couple weeks.
- Men's Soccer is 1-3 in conference play.
- Softball just finished up their fall ball season on October 4 at Cleary University.
- Baseball heads to Indiana Tech on October 13 to finish up their fall ball season.
- September 20 Women's Cross-Country was at the Lansing Invitational. The Red Hawk's finished seven overall, with Sophomore *Olivia Ippel* finishing 4 of 121 runners and *Noemi Arevalo* finishing 25 overall.
- September 20 Men's Cross-Country recently attended the Lansing Invitational. *Liam Troutner* led the men's team finishing 95 of 129 runners.

Campus Life

Campus Life started off the semester with Welcome Week activities. Throughout the week, students were welcomed by various volunteers with a variety of Lake Michigan College swag items (multicolor highlighters, welcome cups, Redhawk pins, chargers, mophead pens, College temporary tattoos, and badge reels) across campus at the entrances to the Main Building, Hanson, Todd, South Haven, and Berrien Innovation Center.

September 3, we hosted a First Day of School Photo Station with polaroid photos, a Welcome Week themed frame, and custom photo props at the entrance to the main building. A student volunteer, *Cynthia Davis*, took approximately 100 polaroids for students. Lost Coast Shaved Ice also attended, and 106 students received a cup of shaved ice.

September 4, Campus Life collaborated with the Fab Lab to offer a T-shirt making event throughout the day. Students picked up a blank T-shirt at the main building entrance and headed into the Fab Lab to print the Welcome design. 100 students participated.

Campus Life hosted a Welcome Picnic Bash for students, staff, and faculty. There was food, a caricature artist, yard games, and a bead bracelet making station. This event was well attended by students and staff, with around 200 attendees.

September 6, Campus Life hosted a pancake breakfast bar in the Hawk's Nest, with estimated attendance between 125-140 students and staff. Several faculty and staff volunteered to help flip pancakes. The same day, we hosted a vision board workshop in the afternoon with 15 students.

September 10 and 11, Campus Life hosted Resource Fair/Club Rush at the Benton Harbor Campus, and September 12 for South Haven Campus. There was great participation by departments across the college, several community resources, and clubs. Campus Life also released a brand-new Club Handbook and club starter documents, which are also updated on the College website.

September 16, Campus Life collaborated with the Office of Diversity, Equity, and Inclusion to host a Hispanic Heritage Month kickoff celebration in the Hawk's Nest. We served authentic Tres Leches Cake and Horchata. **Charmae Sanders**, Executive Director, Title IX & Start to Finish also hosted Hispanic Flag Trivia. Approximately 40 students passed through during the celebration to enjoy a treat.

September 19, Campus Life collaborated with the Office of Diversity, Equity, and Inclusion to show the Encanto movie in the Hawk's Nest for Hispanic Heritage Month. Attendance was approximately 12 during the movie, with other students stopping by periodically. We provided free popcorn and followed the movie with a discussion about themes in the movie related to mental health, culture, and belonging.

September 23, Campus Life collaborated with Tutoring to host "Meet the Tutors". Red Hawks Rise provided pizza and snacks. Approximately 30 students attended.

September 24, Campus Life and the Office of Diversity, Equity, and Inclusion hosted La Chula food truck on campus from 2:45-5:15pm. They had 45 customers during that period and will return in October.

September 30, Campus Life's new work study, *Lauren Andrews*, hosted a Movie Monday and showed Hocus Pocus in the Hawk's Nest. 10 students participated.

Book Club and Chess Club have started and invitations for the National Society of Leadership and Success (NSLS) went out to students who maintained a minimum of a 2.5 GPA and had completed at least 6 credits after the Spring 2024 semester. 66 Students accepted their invitation to join NSLS. They will complete their induction steps throughout the semester.

Diversity, Equity, and Inclusion (DEI)

- The month of September is recognized as National Hispanic Heritage Month. In support of this national celebration the Office of Diversity, Equity, and Inclusion (DEI) planned, coordinated, and presented a series of activities and events that began with opening ceremonies in the Hawk's Nest on September 15, and will conclude on October 15. Activities planned during the month include, Hispanic films, guest speakers, food trucks, pinata celebrations, student panels, information tables, ally banners and campus wide announcements and DEI Video Highlights.
- During the month of September, the office continued to educate, promote, and recruit interested students for membership in the Student Multicultural Organization (SMO). This club focuses on harnessing the rich cultural diversity that exist in our student population and creating opportunities to actively engage them in extra-curricular multicultural education programming at Lake Michigan College.

- The success of the September Hispanic Heritage Month programming was the result of a collaborative partnership between the Office of Diversity, Equity, and Inclusion, The Student Multicultural Club, and **Sarah Thomas**, Student Life Experience Specialist, Campus Life with support from members of the facilities service team in providing tables and chairs for scheduled Hispanic Heritage Month events.
- Additional activities that occurred during the month of September included September 17, DEI Strategic Plan cabinet presentation
September 20, Student Affairs one on one Linwood Whitten
September 26, DEI Committee Zoom meeting

Housing

- Facilities is working on a plan to update the flooring in the bathrooms.
- Fall Fire Drill was a success!
- Fall Programming:
 - Beckwith Hall Opening Bash - 120 attended.
 - Beckwith Hall's Fall Fest - 84 attended.
 - RAs assisted with the Mental Health Matters Carnival
 - Beckwith Hall's Room Essentials Bingo - 45 attended.
 - Housing partnered with the Clery Committee and Silver Beach Pizza and created the Delivery for Clery program.
 - Educational Bulletin Boards around Alcohol, Drugs, and Party Safety are up for the month of October.
 - We have 18 other programs planned for Beckwith Hall this Fall Semester. Topics: Alcohol & Party Safety *coming in October before Halloween*, Community Involvement, Roommate Bonding, Title IX, Stress Management, Academic Success, and more.

Start to Finish

Start to Finish is seeing its best numbers since COVID. We currently have one hundred twenty-eight (128) students between Benton Harbor Promise Zone students and students who spent time in Foster Care. This is up from eighty-five (85) students last year.

Student Services

Lake Michigan College has been awarded Gold Level Status in the Michigan Veteran- Friendly Schools Program for the 2024 academic year. The advancement from last year's Silver Level Status further demonstrates our commitment to supporting the needs of veterans and military-connected students.

The Michigan Veteran-Friendly Schools Program recognizes academic institutions that provide exemplary veteran-centric services. Institutions are awarded Gold, Silver, or Bronze

status based on the quality and breadth of services offered to student veterans. To achieve Gold status, institutions must meet at least six key criteria:

- A clear process for identifying current student veterans
- A dedicated veteran-specific website
- An active student veteran organization
- Veteran-specific career services, resources, and advising
- A designated on-campus veterans' coordinator
- A system to evaluate and award academic credit based on prior military experience
- Ongoing monitoring of veteran academic retention, progress, and graduation rates

This achievement would not have been possible without the dedicated efforts of our VA & International Student Specialist, **Becky French**. Becky has played a crucial role in enhancing the veteran services at Lake Michigan College, and her leadership has been instrumental in elevating our institution from Silver to Gold status.

As of October 14, 2024

Employment Report:

Positions Posted or in the Hiring Process:

- Accounting Specialist
- Associate Director, Financial Aid
- Director, Clinical Education Physical Therapist Assistant Program
- Director, Student Support Services
- Executive Director, Facilities Management
- Full Stack Developer
- HR Generalist I
- Maintenance Technician I
- Nursing Student Success and Transition Coach (Part-time Grant Funded)
- Utility – Benton Harbor Campus (3 part-time)

New Hires:

- Administrative Assistant, Dean of DEI and Executive Director of DEI Programs (Part-time) – Mary O'Donnell
- College Librarian – Beth Martin (scheduled to start 10/21)
- Maintenance Technician – Buzz Sherwood
- Technical Support Specialist – Eric Whitelow (scheduled to start 11/4)

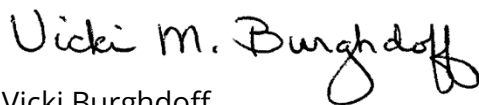
Position changes:

- Executive Director, Financial Aid – Dr. Angelia Forrest

Separations:

- Sara Vanderveen – Executive Director, Facilities Management
- Douglas Washington – Maintenance Technician I

ADJOURNMENT MOTION by Mr. Dissette with support by Ms. Burghdoff to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:25 p.m.



Vicki Burghdoff
Lake Michigan College Board Secretary