

**AGENDA**  
**LAKE MICHIGAN COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**South Haven - SH**  
**October 23, 2012**  
**6:00 p.m.**

- I. Call to Order**
- II. Roll Call**
- III. Setting of the Agenda**
- IV. Minutes of the September 25, 2012 Regular Board Meeting**
- V. Petitions and Communications from the Floor**
- VI. President's Reports**
  - A. President's Update..... Dr. Harrison**  
Presentations:  
FY '12 Financial Audit.....**Ms. Hahn**  
South Haven Campus Update.....**Ms. Varney**
  - B. Instructional Services Report ..... Dr. Dempsey**
  - C. Student Services ..... Dr. Gabbard**
  - D. Financial Services ..... Ms. Hahn**
- VII. Old Business**
- VIII. New Business**
  - A. FY '12 Financial Audit..... Dr. Harrison**
  - B. Staff Health Benefits Renewal..... Dr. Harrison**
  - C. Public Act 152 Recommendation ..... Dr. Harrison**
  - D. Community College Local Strategic Value Resolution.. Dr. Harrison**
- IX. Miscellaneous**
- X. Adjournment**



**BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
Bertrand Crossing Campus  
September 25, 2012**

**I. CALL TO ORDER**

Chair Truesdell called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:06 p.m. The meeting opened with the Pledge of Allegiance.

**II. ROLL CALL**

Present: Truesdell, Dr. Maysick, Tomasini, Dr. Lindley, Bergan, Williams and Moody

**III. SETTING OF THE AGENDA**

Chair Truesdell added New Business Item E: Soccer to the agenda.

**IV. APPROVAL OF MINUTES**

The minutes of the August 28, 2012 Regular Meeting stand as presented.

**V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

Richard Rajkovich introduced himself. He is running for State Representative, District 66 (Van Buren County).

**VI. PRESIDENT'S UPDATE**

Dr. Harrison thanked Dr. Gabbard and Dr. Dempsey for the start of a good year and the success of student enrollment due to their efforts.

Dr. Harrison introduced Dr. Gabbard who recognized the recruiting team consisting of:

- o Doug Schaffer
- o Louis Thomas – Lead Admissions Specialist
- o Larissa Hunt – South Haven area
- o Hannah Aubin – Napier Avenue Campus
- o Jeremy Schaeffer – Bertrand Crossing area

- Krista Elkins (unable to attend the Board meeting)
- Linda Pliml – currently serving 101veterans

In addition, Dr. Harrison reported that the United Way campaign exceeded our goal and we had a successful Open House at Brandywine, in part due to Barbara Craig's leadership.

### **INSTRUCTIONAL SERVICES REPORT**

Dr. Dempsey reported on the annual college fair, new theater instructor, Canvas and Dental Program success.

### **FINANCIAL SERVICES**

Ms. Hahn provided the Financial Services report as of August 31, 2012.

## **VII. OLD BUSINESS**

None

## **VIII. NEW BUSINESS**

### **FY '13 Bertrand Crossing Capital Improvement Design Contract**

Lake Michigan College plans to renovate a portion of the Bertrand Crossing Campus facility to upgrade the science labs to 'Title III' standards and to construct additional general classroom spaces from existing space.

The completion of design development, preparation of construction drawings and specifications are now necessary to proceed with the proposed renovation. Progressive Architects and Engineers, Grand Rapids, Michigan has submitted a proposal in the amount of \$54,200 for this work.

Progressive AE was the architect of record for the Title III Science Lab Renovations and therefore has familiarity with the design specifics and nuances of the lab layouts. In addition Progressive AE is the architect of record for our roofing replacement projects, two of which, E-Wing and L-Wing are scheduled for Summer 2013. We are recommending taking advantage of economies of scale by continuing to use Progressive AE as the architect of record on the proposed Bertrand Crossing capital improvements.

### **ACTION**

It was recommended that the Lake Michigan College Board of Trustees approve the Design Contract in the amount of \$54,200, as presented.



significant gift is received. The minimum needed to establish a named endowed fund which pertains to scholarship funds and other similar student, faculty and program support funds is outlined in the College's Gift Acceptance Policy. The minimum to name a room, space or facility will be evaluated on several factors. A schedule of naming opportunities will be maintained by the College's Advancement Offices.

- An honorific naming may be bestowed in recognition of the dedication or meritorious contribution of a person or organization. A person or organization being recognized by an honorific naming must have exhibited values consistent with the mission and vision of the institution, must have an established relationship with the institution, and must have contributed measurably to the good of the institution and the community. The merits of honorific naming of any physical facility, space, academic program or endowed fund should be able to stand the test of time.
- The timeframe for which a donor has to reach the fully funded endowment level threshold or to fulfill a pledge naming a room, space or facility is no more than 5 years from the date of the first gift. Failure to fulfill a pledge will result in the revocation of the donor's name for the facility, room or space.
- The Institutional Naming process begins with and is managed by the Advancement Division.

## II. TYPES OF GIFTS FOR NAMING COMMITMENTS

Any and all combinations of gifts, pledges, and irrevocable deferred gift arrangements are acceptable for naming commitments. All gifts remain subject to the terms of the Gift Acceptance policy in effect at the time of the receipt of the gift.

## III. GUIDELINES FOR NAMING PHYSICAL FACILITIES

1. Buildings, campus grounds, or other campus facilities will generally not be named for individuals currently employed by the College, unless a donor(s) provides a sufficient gift in honor of that individual.
2. When the person to be honored is living and no financial gift is being provided, at least three years should pass since any formal association with the College. Such affiliation includes time spent as a student; as a compensated member of the faculty or staff; as a paid state or county employee; or as a member of the College Board of Trustees.

3. Naming a building, wing, room, or lecture hall is subject to evaluation, depending on size, age, prestige, location, original cost, etc. However, general principals are:
  - The renovation of existing facilities should be named only in exchange for gift commitments of at least 20 percent of the project cost. Total costs include: architectural, planning, and construction; fees; site clearance and landscaping; furnishing; and equipment.
  - New, planned facilities/rooms/spaces should be named only in exchange for gift commitments of at least 1/3 of the projected project cost. Total costs include: land; architectural, planning, and construction; fees; site clearance and landscaping; furnishing; and equipment.
  - Unscheduled or unplanned facilities/rooms/spaces that a donor wishes to have constructed will require a 100 percent gift commitment, plus an endowed maintenance fund and a use in line with the current College mission, vision, and strategic plan.

#### IV. GUIDELINES FOR NAMING PROGRAMS

In order to name a Center, Institute, Program, or Academic Unit, the gift should be proportional to the amount of endowment (principal x estimated 5 percent annual payout) that would be necessary to sustain or propel the program to new heights on a permanent basis. For example, it would require at least \$2.5 million to permanently name a program needing \$125,000 in annual expenditures.

However, if an academic program is being named for someone of unparalleled scholarly distinction, that name should bring great honor as well as “promise” to the program so that the naming enhancement is a value-added act of good will and thoughtfulness, as well as a magnet for additional financial resources.

Opportunities also exist to establish named endowment funds in support of faculty, student, or academic priorities.

#### V. APPROVAL PROCESS FOR NAMING OF FACILITIES OR PROGRAMS

All named facilities, rooms, spaces and programs should be reviewed and may be approved by the President of the College and College Board of Trustees, where appropriate, and ultimately subject to the approval requirements listed below.

The Secretary of the Lake Michigan College Foundation has the authority to review and approve names of support funds, such as scholarship endowments.

The following principles shall be fully adhered to in the naming process:

- The naming of buildings, grounds or endowed funds in recognition of a donor or honoree implies a promise to that donor or honoree that the building, site, facility, endowment fund and other forms of tangible recognition will be maintained, or if change is unavoidable, that an alternative means of recognizing the donor or honoree will be found.
- Rooms and spaces named in honor of a donor or honoree will be maintained as such for a minimum period of 10 years, or if change is unavoidable, that an alternative means of recognizing the donor or honoree will be found.
- The Lake Michigan College Foundation shall be responsible for maintaining a record of named rooms, buildings, grounds, and other spaces in addition to endowed funds.

Naming commitments and, in fact, all major gifts, whether recognized by naming rights or not, are reflections on the ideals and reputation of Lake Michigan College. Accordingly, each gift and naming commitment should be reviewed carefully for full compliance with applicable laws and ethical principles. This is especially true where there is some direct or indirect business or other continuing relationship between the donor and the college, its officers or employees. Any questions about the applicability of state or federal laws on conflicts of interest and other ethical considerations should be referred to College legal counsel. Lake Michigan College reserves the right to research conflicts of interests and ethical considerations before offering naming rights. The College also reserves the right to rescind naming rights if concerns arise at a later date.

**ACTION**

It was recommended that the Lake Michigan College Board of Trustees approve the Naming of Facilities, Programs, and Support Funds Policy, as presented.

MOTION by Mr. Moody, supported by Dr. Maysick, to accept the Naming of Facilities, Programs, and Support Funds Policy, as presented.

ROLL CALL VOTE: Yeas: Dr. Maysick, Williams, Tomasini,  
Bergan, Dr. Lindley, Moody, and  
Truesdell

Neas: None

APPROVED

**Definition of a Credit Hour and Program Length Policy**

Office of Origin: Instruction  
Date Adopted: Proposed September 25, 2012 (2<sup>nd</sup> Reading)  
Last Date Modifies & Approved:

**Background**

Federal regulations require institutions to define a credit hour and provide a rationale for the methods used to assign credit hours to courses that is consistent with §600.2 and 600.24 of the Department of Education Federal Code under the Higher Education Act of 1965, as amended.

The federal definition of a credit hour is: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Further, this Federal code also requires regional accrediting agencies to monitor compliance by assuring through their review practices that:

- (1) Institutions have a formal policy in place that defines the credit hour and its application to all courses and programs provided by the institution;
- (2) The institution periodically reviews the application of its policy to assure that credit hour assignments are accurate and reliable; and
- (3) Any variances in the assignment of credit hours conform to commonly accepted practices in higher education.



As a basic unit of student federal aid eligibility, credit hour allocations must accurately represent the level of instruction, academic rigor, and time requirements for a course taken at an institution. Credit hours, to the public at large, are also frequently viewed as a proxy for the amount of student learning that has taken place. Finally, credit hours are also used to define the length of a program of study.

Thus, this policy is intended to satisfy both the Federal and the Higher Learning Commission's mandate that Lake Michigan College has institutionally defined a credit hour, provided a rationale for allocating credit hours by course and by degree level, and that these explanations reflect a reasonable approximation of the minimum amount of student work, based on the traditional Carnegie unit, that is in accordance with commonly accepted practices in higher education.

#### Lake Michigan College's Definition of a Credit Hour

A credit hour is the unit of measurement used to indicate the amount of instructional and learning time required to achieve the learning goals of a college-level course. The credit hour at LMC is based on the traditional 50-minute Carnegie instructional hour and adjusted to accommodate a 14-week (instead of a traditional 15-week) semester. In LMC's 14-week semester, 60 minutes of instruction is provided for each assigned credit hour. Credit values are determined by the College Curriculum Council and approximate the amount of instructional time needed to address all required learning objectives documented on the official course outline approved by the Council. In addition, students are expected to engage in an additional two hours of academic work for every credit hour of instruction provided.

Thus, for example, under the Carnegie 50-minute hour, a 1-credit hour course should have approximately 12.5 hours of instructor-led activities in a 15-week semester. LMC's 14-week semester uses a 60-minute hour. Therefore, a one-credit course has 14 hours of instructor-led activities, which is one and a half hours above the accepted standard for a semester. When added to the 2 hours per week (or 28 hours in a 14-week semester) that students are expected to engage in research, assignments, and other independent learning activities beyond participation in the instructor-led activities, students are expected to allocate a minimum of 42 hours per term to complete the work contained in a one-credit course at Lake Michigan College. These standards apply to all traditional classroom, hybrid, and distance learning courses.

Traditional classroom-based instruction, hybrid courses, and distance education courses are based on a 1:1 ratio, where each hour of credit granted is matched by the number of hours of instructor-led activities. In an online environment, the use of active teaching practices such as



## Policy Statement

Delegation of authority represents the legal power to act in the name of Lake Michigan College (the College) to bind the College to an obligation. Signing an agreement is the most common way delegated authority is exercised.

This policy delineates who has the authority to obligate the College to an external organization. This policy does not apply to those approvals required for processes internal to the College (e.g., time sheets, journal entries, purchase requisitions.)

The College is not bound by and does not recognize as binding any obligation made by an unauthorized person.

Any College employee who fails to comply with this policy will be subject to disciplinary action ranging from reprimand to discharge. The nature and severity of the disciplinary action will be consistent with established College disciplinary procedures.

### Authorized Signatures

The President, acting on behalf of and through the authority of the Board of Trustees, is vested with general authority to execute documents and contracts on behalf of the College.

The President has also delegated signature authority to members of the College's executive management team (Cabinet) to bind the College for matters within their respective areas of responsibility as outlined in *Appendix I – Delegation of Authority for Transactions within Area of Responsibility with External Organizations*.

In addition, others College employees have been given authority to bind the College in specific instances as outlined in *Appendix II – Limited Delegation of Signature Authority for Transactions within Area of Responsibility with External Organizations*.

Delegations in the appendices following are tied to the position and not to a specific individual – i.e., a person acting on an interim basis assumes the same authority to bind as if he or she held the position on a regular basis.

### Delegation of Signature Authority Modification

Requests to modify the delegation of signature authority are to be directed to the President. The President may also make non-substantive changes to this policy to reflect changes to or elimination of titles or positions.

### Required Procedure

Normal consultations, administrative reviews, and approvals are expected to occur prior to binding signature including, where appropriate, review by the President, appropriate vice president, and/or College legal counsel.

### Conflicts

A person with delegated signing authority may not obligate the College to an agreement in which he or she has or could have a personal interest that would prevent objective analysis, such as one where he or she would personally benefit. Agreements in this category must be authorized by the person with authority at the next highest level organizationally.

### Internal Controls

Proper segregation of duties must be maintained at all times so that no single employee is authorized to both approve a commitment of funds and to authorize the payment process. Therefore, a person with delegated signing authority may not authorize the commitment of funds beyond those budgeted.

**Responsibility:** President

## **Appendix I: Delegation of Authority within Area of Responsibility with External Organizations**

### Up to \$25,000

- Executive Dean, Bertrand Crossing
- Executive Dean, South Haven Campus
- Dean, Arts & Sciences
- Dean, Technology, Health Sciences & Business

### Up to \$100,000 and \$100,000+ with Board of Trustees Approval

- Vice President, Administrative Services
- Vice President, Financial Services
- Vice President, Institutional Advancement
- Vice President, Instruction
- Vice President, Student Services
- President

## **Appendix II: Limited Delegation of Authority for Transactions within Area of Responsibility with External Organizations**

### Executive Director, Facilities Management

- Facilities contracts up to \$9,999
- Facilities related purchases up to \$9,999



**Addition of Women's and Men's Soccer Team to Lake Michigan College Sports Program**

Lake Michigan College plans to add men's and women's soccer to the line-up of the College's intercollegiate sports teams. The addition brings the total number of competitive Lake Michigan College sports teams to seven.

A well-rounded student life environment is one that includes intercollegiate athletics and by adding men's and women's soccer, the College will not only increase the number of student athletes on campus but will give all of our students more opportunities to be a part of a college atmosphere.

According to Lake Michigan College Athletic Director, both teams will begin competition during the 2013-14 season. Each will follow a split season, running from early August through mid-November with play resuming in early February and running through late April. Annually each team will compete in twenty-two games and scrimmages against nine other community colleges in the Michigan-Indiana-Ohio region, as well as against junior varsity teams fielded by four-year colleges.

The value of having intercollegiate athletics at the community college level enhances the College experience and to the community, which can provide local students who excel in athletics an opportunity to move on to the next level of competition and personal development. It can also open doors to being recruited to play sports at the four-year college level.

The soccer teams will be based on the Napier Avenue Campus, with a soccer field located within the current sports complex area near the baseball and softball fields. Work will begin in the spring to make the current field competition ready and to create a practice field. Soccer scholarships will be available for both male and female student-athletes, consistent with the other intercollegiate athletic programs already on campus.

LMC is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). In addition to the new soccer teams, the College fields teams in women's volleyball, men's and women's basketball, baseball, and softball. The College currently has approximately 100 student athletes.

**ACTION**

It was recommended that the Lake Michigan College Board of Trustees approve the addition of Women's and Men's Soccer teams to the Lake Michigan College sports program, as presented.

