



LAKE MICHIGAN[®]

C O L L E G E

BOARD OF TRUSTEES

Materials for Regular Meeting

January 21, 2014

Submitted to Board of Trustees

by

Dr. Robert Harrison

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- A. Energy Production and Distribution Management Program BS Tuition.....
- B. Estimated Sources of Revenue for 2014-2015.....
- C. Tobacco Free Campus Policy.....
- D. Provisions for Due Process Policy Revision.....
- E. Radde Committee Appointment.....

AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Napier Avenue Campus
January 21, 2014
6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Setting of the Agenda
- IV. Minutes of the November 26, 2013 Regular Board Meeting
- V. Petitions and Communications from the Floor
- VI. President's Reports**
 - A. President's Update..... Dr. Robert Harrison
Presentation:
 - B. Financial Services Report Ms. Kelli Hahn
 - C. Instructional Services Report..... Dr. Sarah Dempsey
 - D. Student Services Report Dr. Clint Gabbard
- VII. New Business**
 - A. Energy Production and Distribution Management Program BS Tuition
.....Dr. Dempsey
 - B. Estimated Sources of Revenue for 2014-2015..... Ms. Hahn
 - C. Tobacco Free Campus Policy..... Ms. Anne Erdman
 - D. Provisions for Due Process Policy Revision..... Ms. Erdman
 - E. Radde Committee Appointment..... Dr. Harrison
- VIII. Miscellaneous
- IX. Adjournment

**LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
M-TECSM Campus
November 26, 2013
6:00 p.m.**

I. CALL TO ORDER

Chair Maysick called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:03 p.m. The meeting opened with the Pledge of Allegiance.

II. ROLL CALL

Present: Dr. Maysick, Dr. Lindley, Mr. Bergan, Ms. Williams, Ms. Truesdell, Ms. Tomasini, Mr. Small

Absent: None

III. SETTING OF THE AGENDA

Chair Maysick amended the agenda adding under new business item D: Mendel Center and Telecommunications Renovation, and item E: New Program Proposal for Medical Assisting.

IV. APPROVAL OF MINUTES

The minutes of the October 22, 2013 Regular Board Meeting were approved as presented.

V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VI. PRESIDENT'S REPORT

Dean, Career Education and Workforce Development, Ms. Leslie Kellogg; Director, Workforce Training, Ms. Debbie Gillespie; and Director, Healthcare Education Institute, Ms. LaToya Williams gave an update of M-TECSM, the Healthcare Education Institute, and the Pathways to Credential.

Dr. Harrison reported on the opening of the new Hawk's Nest Student Activity Center, and how the space is a hub for student activity bringing a new energy to the campus.

FINANCIAL SERVICES REPORT

Ms. Hahn provided the Financial Services report as of October 31, 2013.

INSTRUCTIONAL SERVICES REPORT

Dr. Dempsey reported on the forward moving progress of the baccalaureate degree and visits to area energy producers and suppliers.

STUDENT SERVICES REPORT

Dr. Gabbard reported on the progress of Beckwith Hall and the upcoming tours of the onsite complete mock up residence room. He also gave an update on the men and women's basketball team, and the Benton Harbor High School Dream Academy.

VI. NEW BUSINESS

Mendel Center Dimming System Replacement Project

Lake Michigan College proposes to replace the Mendel Center Mainstage stage lighting, dimming rack and associated controls. The existing system is circa 1994 and has become unreliable. Systems failures have occurred mid-performance requiring one or more system reboots to reestablish lighting control. In addition to the base bid, Alternate No. 2 is recommended for approval to add a front section of theater lighting to address a dark spot in the seating area.

The bid was advertised in the Herald Palladium, Kalamazoo Gazette and Grand Rapids Press. In addition bid documents were available in the Builders and Traders Exchange, Kalamazoo, Michigan; Builders Exchange of Grand Rapids, Grand Rapids, Michigan; Construction News Service of Michigan, Inc., Wyoming, Michigan; and MHC/ReproMAX, Grand Rapids, Michigan.

Construction bids were received from the following firms:

<u>Supplier</u>	<u>Base Bid + Alternate</u>
Excel Electric, Inc. Grandville, MI	\$469,200
Hoekstra Electrical Services Hamilton, MI	\$392,000

ACTION:

It was recommended that the Lake Michigan College Board of Trustees accept the low bid of Hoekstra Electrical Services of Hamilton, Michigan in the amount of \$392,000.

MOTION by Mr. Small, supported by Mr. Bergan, accept the low bid of Hoekstra Electrical Services of Hamilton, Michigan in the amount of \$392,000.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Ms. Tomasini, Mr. Small

 Neas: None

 Absent: None

APPROVED

Mendel Center Fire Alarm Replacement Project

Lake Michigan College proposes to replace the fire alarm panel in the Mendel Center. The fire panel is original construction and is now obsolete and spare parts are no longer available. This project will replace the panel and related electronics. In addition acceptance of Alternate No. 1 is recommended for the addition of a mass emergency notification system to the fire alarm annunciation system for the Mainstage Theater.

The bid was advertised in the Herald Palladium, Kalamazoo Gazette and Grand Rapids Press. In addition bid documents were available in the Builders and Traders Exchange, Kalamazoo, Michigan; Builders Exchange of Grand Rapids, Grand Rapids, Michigan; Construction News Service of Michigan, Inc., Wyoming, Michigan; and MHC/ReproMAX, Grand Rapids, Michigan.

Construction bids were received from the following firms:

<u>Supplier</u>	<u>Base Bid + Alternate</u>
Hoekstra Electrical Services Hamilton, MI	\$212,000
Ibid County Electric, Inc. Benton Harbor, MI	\$172,287
Excel Electric, Inc. Grandville, MI	\$171,800
Beaudoin Electrical Construction, Inc. Sodus, MI	\$165,140

ACTION:

It was recommended that the Lake Michigan College Board of Trustees accept the low bid of Beaudoin Electrical Construction, Inc., Sodus, Michigan in the amount of \$165,140.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to accept the low bid of Beaudoin Electrical Construction, Inc., Sodus, Michigan in the amount of \$165,140.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Ms. Tomasini, Mr. Small

 Neas: None

 Absent: None

APPROVED

Distance Learning Policy

Purpose

The purpose of this policy is to guide the development of the College’s distance learning program and to promote its access mission through flexible learning opportunities for students.

Overview

Lake Michigan College is committed to promoting access to higher education through a variety of flexible scheduling opportunities for learners. This policy encompasses technology-mediated coursework where all or a portion of the course content is delivered online or through interactive classrooms that connect learners separated by geographic distance.

Policy Statement

All courses in which at least 25% of the course content is delivered online or through technology-based media must comply with the procedural standards for course design, faculty training, course management, and course review set forth in the Distance Learning Procedures that accompany this policy. These courses must also be equivalent in content and learning objectives to the same courses

offered in traditional formats. Faculty teaching distance learning courses must possess the same academic credentials as those required for traditional sections of the same course and must complete the College's distance education training or equivalent. The Vice President of Instruction must approve any course delivered under the auspices of this policy to assure that all standards for course design, delivery, faculty training, and course review cycle have been met prior to offering the course. In addition, the Vice President of Instruction must assure that any reduction in seat time associated with distance learning courses complies with the federal definition of a credit hour, as documented by institutional policy.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees adopt the Distance Learning Policy as presented.

MOTION by Dr.Lindley, supported by Mr. Bergan, to adopt the Distance Learning Policy as presented.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Ms. Tomasini, Mr. Small

 Neas: None

 Absent: None

APPROVED

Mendel Center and Telecommunications Update

The Upton Telecommunications Center was completed in 1992. The production area is in need of renovation to repurpose the space to better support instructional programs. The College has worked with Progressive AE of Grand Rapids, MI on a proposed design.

ACTION:

We recommend that the Lake Michigan College Board of Trustees authorize the College Administration to complete design and renovation of Mendel Center space for a not-to-exceed budget of \$540,000, and that renovation be completed prior to the 2014 Fall Semester.

MOTION by Ms. Tomasini, supported by Ms. Truesdell, to authorize the College Administration to complete design and renovation of Mendel Center space for a not-to-exceed budget of \$540,000, and that renovation be completed prior to the 2014 Fall Semester.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Ms. Tomasini, Mr. Small

 Neas: None

 Absent: None

New Program Proposal for Medical Assisting

Lake Michigan College is proposing a Certificate program in Medical Assisting. Draft programs were reviewed by the Curriculum Committee and Management Team and are presented for consideration by the Lake Michigan College Board of Trustees.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the Certificate program in Medical Assisting as presented.

MOTION by Mr. Bergan, supported by Mr. Small, to approve the "new program proposal for Medical Assisting as presented.

ROLL CALL VOTE:	Yeas:	Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Ms. Tomasini, Mr. Small
	Neas:	None
	Absent:	None

APPROVED

Lake Michigan College

NEW PROGRAM PROPOSAL

I. PROGRAM INFORMATION

- A. Medical Assisting
- B. Program Sequence - See Attached

II. EVIDENCE OF NEED

The college currently offers career training and education programs that align with the needs of surrounding communities. The Medical Assistant program will not only coincide with LMC's mission and values but will also provide an opportunity for new students and incumbent workers to earn credit in a certificate program that can lead to the completion of a two year degree. The Medical Assistant profession is a high skilled, high demand profession with a bright outlook. This opportunity will offer potential students the opportunity to achieve training for a career from our college which is closer than traveling to other institutions that offer a similar program. Several area healthcare organizations such as Lakeland Healthcare and InterCare Community Health have indicated a strong interest in students completing a medical assistant curriculum. According to the Bureau of Labor Statistics, the medical assistant profession has an estimated growth of 30% nationally over the next ten years. Locally, the yearly salary for medical assistants ranges from \$20,000 to \$39,000.

III. IMPACT ON EXISTING PROGRAMS AND/OR COURSES

The Medical Assistant program will increase student enrollment for the college as well as provide an additional pathway for allied healthcare career offerings. The Medical Assistant program will be the first program under the Healthcare Education Institute that will allow students to transition from a non-credit short term training program to a credit program.

IV. TRANSFERABILITY/ARTICULATION

At the present time there are no articulation agreements with any baccalaureate institutions.

V. RESOURCES

- A. Available Equipment
The College has received the Michigan Pathways to Credentials grant which provides funding for the next two years for the Healthcare Education Institute and the creation of the Medical

Lake Michigan College

MEDICAL ASSISTANT PROGRAM COURSE SEQUENCE

DISCIPLINE/NO./ COURSE NAME	Credit Hrs (Lecture Hrs-Lab Hrs)
College Requirements	
Major Courses	
HEAL 101, Introduction to Allied Healthcare Occupations	1(1-0)
MEDA 102, Law and Ethics for Medical Assisting	3(3-0)
HEAL 103, Medical Terminology	2(2-0)
*PARA 104	4(3-2)
MEDA 104, Medical Office Procedures I	3(3-0)
MEDA 201, Applied Communications for Medical Assisting	3(3-0)
MEDA 202, Human Disease Overview	2(2-0)
MEDA 203, Pharmacology for Medical Assisting	3(3-0)
MEDA 204, Medical Assistant Clinical Lab I	4(2-4)
MEDA 211, Medical Office Procedures II	3(3-0)
MEDA 212, Medical Coding	3(3-0)
MEDA 213, Phlebotomy	2(1-2)
MEDA 214, Medical Assistant Clinical Lab II	4(2-4)
MEDA 221, Medical Assistant Externship	3(0-3)
TOTAL CREDIT HOURS	<hr/> 40

**The anatomy and physiology course designed to meet the combined needs of the Medical Assistant program and the Paramedic program is currently under development.*

Assisting program. This amount of this funding is \$12,800 a year for the next two years for equipment and supplies.

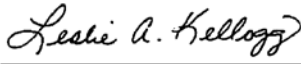
- B. Additional Required Equipment
- C. Facilities - Current facilities are adequate.
- D. Additional Faculty Required - Adjunct faculty will be needed.
- E. Projected Student Enrollment - The estimated enrollment for the program is based on grant requirements of four cohorts of 20 students over six college terms.
- F. Costs and/or Special Funding Requirements (other than above) - N/A

VI. APPROVAL

- A. Approved by Department Chair

Date 9/23/13 Signature 

- B. Reviewed by Divisional Dean

Date 09/25/13 Signature 


- C. Approved by College Curriculum Committee

Date 09/26/13 Signature 

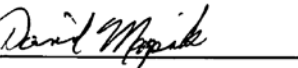
- E. Approved by VP, Instruction

Date 09/26/13 Signature 

- F. Approved by President

Date 11/26/13 Signature 

- F. Approved by Lake Michigan College Board of Trustees

Date 11/26/13 Signature 

VII. **MISCELLANEOUS**

VIII. **ADJOURNMENT**

MOTION by Mr. Bergan, supported by Mr. Small, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:26 p.m.
