



LAKE MICHIGAN[®]
C O L L E G E

BOARD OF TRUSTEES

Materials for Regular Meeting

April 22, 2014

Submitted to Board of Trustees

by

Dr. Robert Harrison

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**AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Mendel Center Upton Hall F-103
Napier Avenue Campus
April 22, 2014
6:00 p.m.**

- I. Call to Order
- II. Roll Call
- III. Setting of the Agenda
- IV. Minutes of the March 25, 2014 Regular Board Meeting
- V. Petitions and Communications from the Floor
- VI. **President's Reports**
 - A. President's Update..... Dr. Robert Harrison
 - a) Presentation: Housing Director and Resident Advisors Introduction
 - 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. Enology and Viticulture Construction Bid Ms. Anne Erdman
 - B. Setting Tentative Date for Budget Hearing..... Ms. Hahn
 - C. Enology and Viticulture Program Curriculum Resolution Dr. Dempsey
- VIII. **Miscellaneous**
- IX. **Adjournment**

**LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
March 25, 2014
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, Ms. Truesdell, Mr. Small, Dr. Lindley, Ms. Williams, Mr. Bergan, Ms. Tomasini
Absent: None

III. SETTING OF THE AGENDA

The agenda was approved as presented.

IV. APPROVAL OF MINUTES

The minutes of the January 21, 2014 Regular Board Meeting were approved as presented.

V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VI. PRESIDENT'S REPORT

Men's and Women's Basketball Team

Dr. Harrison recognized and congratulated the LMC Men and Women's basketball teams, announcing it is the first time in college history that both teams went to the National Tournament.

Coach Jason Cooper introduced the women's team, and Coach Doug Schaffer introduced the men's team. Team players were presented with congratulatory gifts. Both coaches thanked the Board for their continued support.

Dr. Gabbard presented Coach of the Year award to Coach Schaffer, trophies to the men's team, and plaques to Coach Cooper for the team's success in winning three games in a row and placing 7th in the National Tournament.

Board Trustee Lindley commented on the positive feedback he has received regarding both teams. He congratulated them on their success and character.

Board Trustee Bergan applauded the way the team conducted themselves at the LMC pep rally, and how impressed he was by the outstanding support from the student body.

Winner's Circle Auction

Dr. Harrison reported on the Winner's Circle Auction, noting that the amount of \$332,000 is the second highest amount raised in college history.

FINANCIAL SERVICES REPORT

Ms. Hahn provided the Financial Services report as of February 28, 2014

INSTRUCTIONAL SERVICES REPORT

Dr. Dempsey recognized faculty members Dr. Zerfas, English instructor who had poems published in the Bear Review, Dr. Howse, Biology instructor for having her dissertation published as a book, and Dr. Barot, Chemistry instructor who had another article published in Chemistry Publication.

STUDENT SERVICES REPORT

Dr. Gabbard announced the April 24 Open House for students to view and apply for housing at Beckwith Hall – LMC’s residence hall. He reported that applications are continuing to come in.

VII. **OLD BUSINESS**

FISCAL YEAR 2014 BUDGET AS AMENDED

The Fiscal Year 2014 Budget, as amended was presented at tonight’s meeting.

ACTION

It was recommended that the Fiscal Year 2014 Budget, as amended be approved as presented by the Lake Michigan College Board of Trustees.

MOTION by Mr. Bergan, supported by Dr. Lindley, to approve the Fiscal Year 2014 Budget, as amended.

ROLL CALL VOTE

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

Neas: None

Absent: None

APPROVED

FY '15 TUITION AND FEE SCHEDULE

Lake Michigan College recommends the following tuition and fee schedule effective with the Fall semester of 2014.

Tuition:

In District	\$ 89.50
In State	\$ 138.40
Out of State	\$ 184.70
International	\$ 202.70
Direct Credit - In District	\$ 44.50
Direct Credit - In State	\$ 61.00

Fees:

General Academic	\$ 14.00
Facilities	\$ 13.00
Technology	\$ 13.00
Student Activity ^A	\$ 1.00
Student Senate Campus Fund ^A - Napier Only	\$ 3.00
Student Senate Campus Fund ^A - All Others	\$ 1.00
Direct Credit Technology ^B	\$ 3.00

^A - restricted use

^B - per course

ACTION

It was recommended that the Board approve the FY '15 tuition and fee schedule as presented.

MOTION by Ms. Truesdell, supported by Mr. Bergan, to approve the FY '15 tuition and fee schedule as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Ms. Truesdell and Mr. Bergan, Ms. Tomasini

Neas: Mr. Small

Absent: None

APPROVED

BERNARD C. RADDE DISTINGUISHED SERVICE AWARD

The Bernard C. Radde Distinguished Service Award is named in honor of the late Dr. Bernard C. Radde, who served as a member of the Lake Michigan College Board of Trustees for twenty-five years. It is presented annually to an individual or individuals who have advanced the cause of Lake Michigan College and higher education. Tonight, Board Chair, Dr. David Maysick announced Emily Foster as the recipient of the 2014 Bernard C. Radde Award.

ACADEMIC FACILITIES DESIGN SERVICES

The College Administration presented a developed plan for academic facility improvements, an amount not to exceed \$565,000 plus reimbursable expenses for design and redesign of academic facilities.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve engagement of Progressive AE, Grand Rapids, MI, in a not-to-exceed amount of \$565,000 plus reimbursable expenses for design and redesign of academic facilities.

MOTION by Mr. Small, supported by Mr. Bergan to approve the engagement of Progressive AE, Grand Rapids, MI, in a not-to-exceed amount of \$565,000 plus reimbursable expenses for design and redesign of academic facilities.

ROLL CALL VOTE

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

APPROVED

FY '14 STUDENT ACTIVITY ENHANCEMENTS BID

The College Administration, working in conjunction with the Student Senate, presented a plan to provide infrastructure support for increased student life opportunities on the Napier Avenue campus grounds.

ACTION

It was recommended that the Lake Michigan College Board of Trustees accept the low bids as presented for a total amount of \$979,675.

MOTION by Dr. Lindley, supported by Ms. Truesdell to accept the low bids as presented for a total amount of \$979,675 to provide infrastructure support for increased student life opportunities on the Napier Avenue campus grounds.

ROLL CALL VOTE

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

Neas: Mr. Small

Absent: None

APPROVED

REVISED AND NEW INSTRUCTIONAL PROGRAMS

Two programs were presented to the Lake Michigan College Board of Trustees for approval. The programs are:

- Energy Production Technology (Revised)
- Bachelor of Applied Science – Energy Production and Distribution Management (New)

Each of these programs has been carefully developed by Lake Michigan College faculty, approved by the respective Departments and Division Curriculum Committees, and then approved by the College Curriculum Committee. The College Curriculum Committee recommends the two programs for approval by the Lake Michigan College Board of Trustees.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the offering of the following programs: Energy Production Technology and Bachelor of Applied Science – Energy Production and Distribution Management, as presented.

Lake Michigan College

NEW PROGRAM PROPOSAL

I. PROGRAM INFORMATION

- A. Bachelor of Applied Science – Energy Production and Distribution Management
- B. Program Sequence – See attached

II. EVIDENCE OF NEED

In December, 2012, the Michigan Legislature passed Bill No. 4496 authorizing community colleges to establish education programs and grant baccalaureate degrees in cement technology, maritime technology, energy production technology, and culinary arts. In 2011, LMC conducted a limited feasibility study in anticipation of approval by the Legislature to determine the level of interest in potential students for enrolling in a baccalaureate program in Energy Production. Results of this study were very favorable. As the advisory committee reviewed the data, consulted with other industry representatives, and worked with LMC faculty and administrators, it became clear that a completion degree was the most efficient and logical route to meeting the needs of our regional workforce. As more voices engaged in the conversation, it also became clear that the technical foundation acquired by students in the existing Energy Production associate degree could be uniquely combined with two years of management education at the junior and senior level to produce an extremely well-rounded graduate capable of assuming such roles as Production Manager, Shift Leader, Maintenance Supervisor, and Project Manager, among other identified by local partners as a need.

Primary target audiences are part-time, working adults—particularly incumbent workers in the energy industry, veterans with military energy training, traditional students, and 106 graduates of LMC's Energy Production Technology AAS degree program.

There are no other institutions in LMC's service area that offer a similar program.

III. IMPACT ON EXISTING PROGRAMS AND/OR COURSES

The proposed program builds on the existing Associate of Applied Science in Energy Production. Students who complete that program will have the opportunity to matriculate to the bachelor degree program.

No new supporting education courses will be added.

IV. TRANSFERABILITY/ ARTICULATION

None

V. RESOURCES

A. Available Equipment –

The College has a robust Business degree at the associate degree level and will not require additional equipment to support the baccalaureate.

B. Additional Required Equipment - None

C. Facilities - None

Current physical facilities are sufficient to accommodate the new program, as the freshman and sophomore years of the program are already in place and only classroom space (not lab space) is required for the junior and senior years. Because the initial class will enroll 25 students with an additional 25 added in year two, classroom space can be readily accommodated on the Napier campus.

D. Additional Faculty Required - None

Two full-time faculty will be initially employed to deliver the program. Both are existing faculty in the Energy Production and Business programs. Since the first two years of the program already exist, no changes are needed in the load of the Energy Production faculty member. The junior and senior years will be taught by Business faculty and adjuncts provided by our energy industry partners. Students are expected to be largely part-time, therefore the number of classes offered during any given term can be absorbed by existing full-time Business faculty and additional adjuncts, as needed. The program will be delivered year-round to assure that part-time students can complete the program within a reasonable time frame. Adjunct faculty are available to supplement summer terms, if needed. If enrollments warrant, the College will add an additional full-time Energy Production and Distribution Management faculty member in year 2 of the program.

E. Projected Student Enrollment -

Projected enrollment is 25 students in year 1 with a cap of 50 in year 2.

F. Cost and/or Special Funding Requirements -

Tuition and fee revenue generated by this program, as projected, will allow the program to be financially self-sufficient in approximately five years. Tuition is \$290 per contact hour. The five-year self-sufficiency projection is based on assumptions of enrollments of 25-40 students annually, attending three-quarter's time, with no or minimal course fees.

VI. APPROVAL


A. Approved by Department Chair

Date 02/12/14 Signature 


B. Reviewed by Divisional Dean

Date 02/15/14 Signature 

C. Approved by College Curriculum Committee

Date 02/17/14 Signature 

E. Approved by VP, Instruction

Date 02/17/14 Signature 

F. Approved by President

Date 3/25/14

Signature 

F. Approved by Lake Michigan College Board of Trustees

Date 3/25/14

Signature 

**Lake Michigan College
NEW PROGRAM PROPOSAL**

I. PROGRAM INFORMATION

- A. Energy Production Technology
- B. Program Sequence
See attached.

II. EVIDENCE OF NEED

Lake Michigan College's Energy Production Program currently consists of multiple concentrations. In order to streamline the current offerings, the intention of this program is to move toward source neutrality, thus minimizing the use of concentrations. Students are able to complete a general energy curriculum that leads to jobs in multiple career fields. An Associate Degree of Applied Science will be granted upon the successful completion of this program.

III. IMPACT ON EXISTING PROGRAMS AND/OR COURSES

The Energy Production program will no longer offer several concentrations as degree opportunities. The concentrations that are being phased out include; Power Plant, Crafts Electrical, Crafts Mechanical, Crafts Instrumentation and Control, and Fossil Fuels.

IV. TRANSFERABILITY/ARTICULATION

Siena Heights University has a program for students interested in continuing on their education. LMC is in development stages of a baccalaureate degree option for Energy students as well. At present time, there are no other articulation agreements with 4 year institutions


V. RESOURCES

- A. Available Equipment
LMC has adequate equipment for this program.
- B. Additional Required Equipment
None additional needed at present time.
- C. Facilities
LMC has adequate facilities for this program.
- D. Additional Faculty Required
Adjunct faculty will be used.
- E. Projected Student Enrollment
The courses will run in the Fall, Winter, Spring, and Summer Semesters.
There is a projected enrollment of 35+ students.

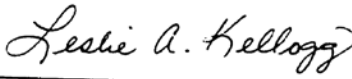
- F. Costs and/or Special Funding Requirements (other than above)
There are no special costs or funding requirements.

VI. APPROVAL

- A. Approved by Department Chair

Date 01/16/14 Signature 


- B. Reviewed by Divisional Dean

Date 02/13/14 Signature 

- C. Approved by College Curriculum Committee

Date 02/17/14 Signature 

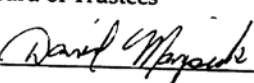
- D. Approved by VP, Instruction

Date 02/17/14 Signature 

- E. Approved by President

Date 3/25/14 Signature 

- F. Approved by Lake Michigan College Board of Trustees

Date 3/25/14 Signature 

MOTION by Dr. Lindley, supported by Ms. Williams, to approve offering of the following programs: Energy Production Technology, and Bachelor of Applied Science – Energy Production and Distribution Management.

ROLL CALL VOTE

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

Neas: None

Absent: None

APPROVED

ENOLOGY AND VITICULTURE PROGRAM RESOLUTION

As part of the process for program approval from the Higher Learning Commission, the College must include documentation that its Board of Trustees approves the development of the Enology and Viticulture Program targeted for Fall 2014.

ACTION:

The Administration recommended that the Lake Michigan College Board of Trustees approve the resolution authorizing the Administration to proceed with developing an Enology and Viticulture Program and to seek program approval from the Higher Learning Commission.

MOTION by Dr. Lindley, supported by Ms. Truesdell, to approve the resolution authorizing the Administration to proceed with developing an Enology and Viticulture Program and to seek program approval from the Higher Learning Commission.

ROLL CALL VOTE

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

Neas: None

Absent: None

APPROVED

**Lake Michigan College
Enology/Viticulture Program Development Resolution**

Whereas, Lake Michigan College supports the economic development of Southwest Michigan through the development and implementation of quality programs that build upon the strengths of the region;

Whereas, the local enology and viticulture industry is emerging as a critical element of the future economic vitality of the region;

Whereas, the College is uniquely positioned to bring together industry leaders and academic curricula that address the present and future needs of the enology and viticulture agribusiness community;

Whereas, the College has engaged in various partnership discussions, conducted a financial analysis, and investigated labor market projections in support of developing an enology and viticulture program that includes a teaching winery;

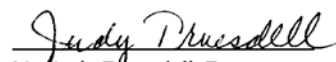
Therefore be it resolved, that the Board of Trustees approves the development of an enology and viticulture program and the resources necessary to implement the program in Fall, 2014.


Adopted this day, March 25, 2014

Lake Michigan College Board of Trustees


Dr. David Maysick, Chair


Dr. Michael Lindley, Treasurer


Ms. Judy Thuesdell, Trustee


Mr. Stephen Small, Trustee


Mr. Paul Bergen, Vice Chair


Ms. Mary Jo Tomasini, Secretary


Ms. Renee Williams, Trustee


Dr. Robert Harrison, President

CREDIT FOR PRIOR LEARNING POLICY

The Lake Michigan College Administration is recommending a modification of the Credit for Prior Learning Policy.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the Credit for Prior Learning Policy as presented.

MOTION by Ms. Tomasini, supported by Mr. Small, to approve the Credit for Prior Learning Policy as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Ms. Truesdell, Ms. Tomasini and Mr. Small

Neas: Mr. Bergan

Absent: None

APPROVED

Lake Michigan College Credit for Prior Learning *Draft* Policy

Office of Origin: Academics

Date Adopted:

Date Reviewed:

Last Date Modified & Approved:

Background

Recognizing that many opportunities exist for learning outside of a classroom, Lake Michigan College (LMC) seeks to provide a variety of evidence-based means by which students may obtain academic credit for prior learning.

Policy Statement

Lake Michigan College may provide any of the pathways to granting credit for prior learning described in the following section. Regardless of the pathway option, credit awards must be based on appropriate documentation and/or demonstration of skills. Faculty recommend credit awards to the appropriate Instructional Dean who must approve all Credit for Prior Learning requests. Recommendations for academic credit must clearly align with LMC's curriculum and must be based on what the student has learned rather than what the student has experienced.

Upon approval by the Dean, Credit for Prior Learning is transcribed as "CPL" and may be used to satisfy LMC graduation requirements. Students must be informed that CPL credits may not transfer to other institutions, as it is the receiving institution that determines what credit will be accepted upon transfer.

Credit for Prior Learning is not available for LMC certificate programs with fewer than 30 total credits. For all other academic awards, CPL credit may not exceed 21 of the total credits required for the certificate/degree. Students should work closely with an advisor to assure that alternative credit requests do not exceed the 21 credit hour limit. Any exception to these standards must have the written approval of the Vice President of Instruction.

Credit for Prior Learning Pathways

The following options are approved pathways for CPL credit. The accessibility of the portfolio course pathway is dependent upon the availability of trained College personnel.

- 1) Portfolio course – Students enroll for a Credit for Prior Learning course in which the student produces a portfolio of evidence documenting the rationale for their request as well as evidence of prior learning. The course is taught by an instructor trained in the College's standardized portfolio development process. The portfolio is evaluated by a faculty member in the discipline for which the credit is being requested. Students pay regular tuition and any fees associated with the Credit for Prior Learning Portfolio course.
- 2) Military training evaluation – Current and former military service members may submit a military transcript for evaluation by the LMC Registrar. Transcript evaluation is based on recommendations by the American Council on Education (ACE). Credit awarded through the evaluation of military transcripts is treated as transfer credit. There is no charge by the College for this evaluation service.
- 3) Nationally standardized assessments – The College may award credit for certain nationally standardized tests, such as CLEP and DSST. A list of acceptable standardized assessments, required scores, and transcribing fees is available through the Registrar.

- 4) Other industry-recognized licensing or certification credential – These credentials will be evaluated by discipline-based faculty with recommendations to the appropriate Dean for credit equivalencies.
- 5) LMC Challenge Exams – Some LMC departments offer departmental challenge exams for some courses. A list of available challenge exams, required scores, and fees (if charged) is available through the Registrar.

Responsibility: Vice President, Instruction

References: Credit for Prior Learning Procedures
Course Waivers and Substitutions

Board of Trustees 2014 Meeting Calendar

The Lake Michigan College Board of Trustees proposed a change in the 2014 Meeting Calendar.

ACTION:

It was recommended that the November 25, 2014 meeting be moved to Tuesday December 9, 2014, same location and time to allow ample time to review materials during a holiday week in which the college is closed.

MOTION by Mr. Small, supported by Mr. Bergan, to approve moving the November 25, 2014 meeting to Tuesday December 9, 2014, same location and time.

ROLL CALL VOTE

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

Neas: None

Absent: None

APPROVED



**BOARD OF TRUSTEES
2014 MEETING CALENDAR
REVISED**

All regular meetings begin at 6:00 p.m. and will be held in the Executive Board Room at the Mendel Center unless noted otherwise
Board pre-meeting workshop begins at 3:00 p.m.

January 21, 2014

No Meeting in February

March 25, 2014

April 22, 2014

May 20, 2014 - (*Bertrand Crossing*)

June 24, 2014

No Meeting in July

August 26, 2014

September 23, 2014 - (*South Haven*)

October 21, 2014

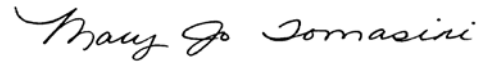
No meeting in November

December 9, 2014 - (*M-TECSM*)

VIII. **MISCELLANEOUS**

IX. **ADJOURNMENT**

MOTION by Mr. Bergan, supported by Mr. Small, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:28 p.m.

A handwritten signature in black ink that reads "David Wapsick". The signature is written in a cursive style with a large initial 'D'.A handwritten signature in black ink that reads "Mary Jo Tomasini". The signature is written in a cursive style with a large initial 'M'.