

## CALL TO ORDER

Board Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:10 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

## ROLL CALL

Present: John Grover, Vicki Burghdoff, Joan Smith, Debra Johnson, and Mary Jo Tomasini

## SETTING OF THE AGENDA

Board Chair John Grover stated that agenda stands as presented.

## APPROVAL OF MINUTES

The minutes from the of the October 24, 2023 Board meeting were approved as presented with a voice vote by all trustees present.

## PETITIONS AND COMMUNICATIONS FROM THE FLOOR

## PRESIDENT'S REPORT

During the board meeting Dr. Kubatzke presented Ms. Gloria Ender with the 2023 Bernard C. Radde Distinguished Service Award. Ms. Ender thanked the Board for the recognition.

Three members of the Lake Michigan College Cross Country team that competed at the NJCAA Division II National Cross-Country Championship on November 11, 2023 were introduced. They were Olivia Ippel, Noemi Arevalo and Tristen Ashley. Olivia Ippel sinched the national title coming in first place with a time of 17:56.6 minutes. In addition, Noemi Arevalo finished 60 overall out of 201 runners and Tristen Ashley finished 69 overall out of 197 runners.

## NEW BUSINESS

### CAPITAL REQUEST – FACULTY/STAFF LAPTOPS

LMC has approximately 375 employee laptops and desktops that are end of life and require replacement. These devices are beyond 5 years old, are no longer supported by the manufacturer, and are not in compliance with Microsoft's transition to Windows 11. Estimated replacement for all devices is \$643,000. However, moving employees to a laptop-only with office docking station model allows LMC to eliminate the expense of providing both a desktop and laptop, gives employees more mobility, and provides full VPN when working remotely. Overall, this significant reduction of cost, improvement in security, and the efficiencies gained from fewer devices makes this situation a win-win.

In compliance with the College's Purchasing policy, a Request for Proposal (RFP) for employee laptops and docking stations was issued. The RFP was sent to the following companies, and their responses are below:

CDWG	\$235,878
SEHI	\$239,000
Trace3/Dell	\$249,250
Howard Technologies	\$289,000

The proposals received were reviewed and graded relative to pre-determined criteria including specs, experience, capability, approach, fees, and references, as applicable.

#### **ACTION:**

The budget for employee devices was \$271,000. CDWG presented the lowest cost but the Lenovo devices that were bid are custom-built laptops with non-standard components that will make device management more difficult and time-consuming. The second-lowest quote was from SEHI for HP laptops, which are consistent with the current fleet of laptops and are easily managed and maintained.

We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with SEHI in an amount not to exceed \$239,000.

**MOTION** by Ms. Burghdoff with support by Ms. Smith to approve the College administration to bind a contract with SEHI in an amount not to exceed \$239,000.

#### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Ms. Smith, Ms. Burghdoff, Ms. Johnson, Mr. Grover, Ms. Tomasini

**Nays:** None

#### **MOTION APPROVED**

## **FISCAL YEAR 2023 FINANCIAL STATEMENT AUDIT**

The audited Fiscal Year 2023 Annual Financial Report will be presented for review to the Board of Trustees.

### **ACTION**

We recommend that the audited fiscal year 2023 Annual Financial Report be accepted by the Board of Trustees.

**MOTION** by Ms. Tomasini with support by Ms. Smith to accept the audited fiscal year 2023 Annual Financial Report

### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Ms. Burghdoff, Ms. Johnson, Mr. Grover, Ms. Tomasini, Ms. Smith

**Nays:** None

**MOTION APPROVED**

## **MENDEL CENTER HVAC & INTERIORS UPGRADES**

Progressive AE was selected by the Steering Committee for this project through a robust proposal request process beginning in January 2023. Proposals were received from five companies on February 14, 2023. Based on the review of the bid proposal, qualifications, and post-bid interview, Progressive AE was recommended by the Steering Committee and awarded a contract for schematic design, phase planning, and preliminary cost estimating in March. Since then, the committee has worked with Progressive AE to develop an initial all-inclusive scope of work and then a more specific selective portion of the work as a first phase.

Work in the Phase 1 would include the following, all located within the Mendel Center:

- a) Replacement of office area air handler,
- b) Replacement of remaining three original Grand Upton Hall air handlers,
- c) Replacement of fan coil units in Mainstage Lobby,
- d) Replacement of Band room air handler, and
- e) Band Room, Hanson Theater lobby, and Promenade interior renovations including finishes, ceilings, and lighting.

It is recommended to award Progressive AE with the remainder of the architectural and engineering design services required for Phase 1 to develop contract documents and provide bidding support. Future phases will be planned over several fiscal years and will require additional architectural and engineering services to complete those phase(s).

Phase 1 is anticipated to bid to contractors in spring of 2024. At that time there will be an additional action item to establish the total project cost and award the contractor bid. Once awarded, much of the equipment will require one year or longer to procure for construction start.

### **ACTION:**

The College Administration recommends that the Lake Michigan College Board of Trustees authorize a contract award for architectural and engineering services through bidding for Phase 1 of the Mendel Center HVAC & Interiors Upgrades project to Progressive AE (Grand Rapids, Michigan) in the amount of \$100,730.

**MOTION** by Ms. Smith with support by Ms. Tomasini to authorize a contract award for architectural and engineering services through bidding for Phase 1 of the Mendel Center HVAC & Interiors Upgrades project to Progressive AE (Grand Rapids, Michigan) in the amount of \$100,730.

### **ROLL CALL VOTE**

**Chair Grover** asked the board secretary for a roll call vote.

**Yeas:** Ms. Johnson, Mr. Grover, Ms. Tomasini, Ms. Smith, Ms. Burghdoff

**Nays:** None

### **MOTION APPROVED**

## **EMPLOYEE HOUSING IN BECKWITH HALL**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: X-X-XX  
Dates Reviewed: X-X-XX  
Last Date Board Approved: X-X-XX

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In extenuating circumstances, and depending on space availability, Lake Michigan College (the College) may offer an employee short-term housing in the College residence hall (Beckwith Hall) for up to 3 months. This option will only be considered in extenuating situations such as no available reasonable rental housing for a new hire, loss of dwelling, financial hardship, or domestic abuse. Authorization requires Cabinet Member approval.

Human Resources, in consultation with the supervisor, will initiate the process of arranging temporary housing. The cost to the employee and the taxability of the benefit is dependent on each situation and will be reviewed with the employee prior to moving in.

Employees must follow the same policies, procedures, and rules as the student residents while staying in Beckwith Hall.

**References:** LMC Housing Handbook  
LMC Student Handbook

## **PURCHASING**

Office of Origin:	Purchasing & Risk Management
Responsibility:	Manager, Purchasing & Risk Management
Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 5-2-16, 8-4-21(C)
Last Date Approved by Board:	9-21-21, <del>x-x-xx</del>

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Lake Michigan College (the College) is committed to maintaining financial and business practices that assure equal opportunity to all those who provide goods and/or services to the College.

The College is an Equal Opportunity institution, as described in the Non-Discrimination policy.

The Purchasing Department (Purchasing) is responsible for conducting purchasing functions in a manner that results in the greatest benefit to the College while upholding the ethical practices of the purchasing profession. Purchasing subscribes to the National Association of Educational Buyers' (NAEB) Code of Ethics, which governs the relationships between purchasing professionals and vendors.

The College may not be financially obligated to a vendor unless an approved purchasing method is used.

### **EMPLOYEE RESPONSIBILITIES**

It is the responsibility of employees to know and abide by this policy. If an employee is found not to be compliance, the following progressive options are available depending on the nature of the non-compliance:

1. Verbal reminder and review of the procedure with the employee
2. Verbal warning to the employee by Human Resources
3. Written warning to personnel file
4. Discipline up to and including termination

Employees are expected to conduct business according to the highest legal and ethical standards; see Conflict of Interest - Employee policy.

Employees are to avoid accepting any kind of gratuity, tips, or gifts, including merchandise, cash, services, entertainment, etc.; see the Receipt of Gifts & Gratuities policy.

Purchases may only be made if there are adequate budgeted funds over which the purchaser has authority, or with written approval from the Executive Director, Finance or Chief Financial Officer (CFO) to exceed budget.

All contracts/agreements are to be sent to Purchasing to be maintained in the master contract file. It is the responsibility of the employee to ensure compliance with a contract/agreement.

## **AUTHORITY TO PURCHASE**

In accordance with the Authority to Bind the College to External Agreements policy, certain purchases require Board of Trustee (the Board) approval in advance of the purchase commitment; *see "Authority to Bind College to External Agreements" (Authority to Bind) policy.*

## **COMPETITIVE PRICING, QUOTE & BID REQUIREMENT THRESHOLDS**

The following outlines requirements for initiating purchases:

- Less than \$5,000 (less than \$10,000 for Facilities and IT departments) – no requisition or comparison pricing is required, although comparison pricing is always expected to occur as a prudent purchasing standard. Purchases should be completed by direct pay (i.e., check request) or procard.
- \$5,000-\$24,999 (\$10,000-\$24,999 for Facilities and IT departments) – a requisition and minimum of 3 written quotes are required. The quotes may be solicited by Purchasing or the requestor if approved by Purchasing. The purchase will be awarded to the vendor whose quote is most advantageous, using price, quality, and other factors as considerations.
- \$25,000 or more – require a requisition and competitive sealed bids solicited by Purchasing. Solicitations require advertising through appropriate media (e.g., mail, e-mail, internet, public notice in newspaper of general circulation.)

If it is neither practicable nor advantageous to solicit bids due to the unique or unquantifiable nature of the good or service (e.g., professional services), the Request for Proposal or Request for Qualifications methods may be used.

## **EXCEPTIONS TO THE COMPETITIVE PRICING, QUOTE & BID REQUIREMENTS**

Exceptions to the competitive pricing/quote/bid requirements are:

- Advertising contracted services
- Approved sole source purchases
- Cooperative purchasing program purchases up to \$100,000
- Emergencies \*
- Goods and services for resale by Mendel Center
- Library books and subscription renewals
- Mendel Center Mainstage show contracts
- Utility services

\*An emergency is an occurrence that is believed to be disruptive to College operations or to create a hazard to the health or safety of persons or to property if not corrected as soon as possible. When an emergency occurs during working hours, Purchasing must be contacted for an emergency PO. If an emergency occurs after hours, purchase of emergency items may be done with the approval of the President, Chief Financial Officer, or Executive Director, Facilities. Purchasing must be notified within 2 working days of the purchase so that it can be properly documented as an emergency purchase. If an emergency purchase exceeds \$100,000, the President will inform the Board at or before the next Board meeting of the purchase and the reason.

## **SOLE SOURCE PURCHASES**

Procurement of goods and services without competition is only done under exceptional and limited circumstances. The requestor must complete a *Justification for Sole Source Procurement Request* form (Sole Source Form) prior to purchasing the good or service.

Sole source purchases may be made only if the request is made using the Sole Source Form, the request meets one or more of the criteria on the Sole Source Form, and the Sole Source Form has all required approvals.

Cost analysis must be performed by the requestor to ensure that the cost charged by the vendor is reasonable and customary by comparison the cost with:

- competitive published price lists, market indexes, etc.,
- independent market research,
- proposed prices received in response to a competitive solicitation, or
- previously proposed prices for the same or similar items.

Purchases and/or contracts requiring Board approval per the Authority to Bind policy that are awarded as a sole source must be so indicated in the materials provided to the Board.

## **BONDING REQUIREMENTS**

Bid Bonds, Performance Bonds, and Labor/Material Bonds are required on all construction or maintenance project bids that are estimated at \$100,000 or more. Bid bonds are normally required in the amount of 5% of the vendor bid. Performance and Labor/Material Bonds are normally required to be 100% of the vendor's total bid. Exceptions to this requirements must be approved by the President.

All bonds must be from bonding companies licensed to do business in Michigan. All bonds in effect are to remain in Purchasing and are the responsibility of the Purchasing Manager.

## **OTHER REQUIREMENTS**

### Agreements to Maintain Academic Equipment

Maintenance agreements may not be a prudent use of College resources, and must be approved in advance by the supervising Cabinet Member.

### Alcohol

Only the following departments may purchase consumable alcohol and only for the following purposes:

- Culinary – for direct instructional purposes
- Enology & Viticulture – for direct instructional purposes
- Hospitality – for direct instructional purposes
- Mendel Center Operations – for resale business purposes
- Mendel Center Mainstage – to satisfy production rider requirements



- President's Office – Upon occasion it may be appropriate to purchase alcoholic beverages when entertaining College guests or when hosting a College-related group activity. All such occasions must be hosted by the President or the expense must be authorized in writing by the President.

### Capital Purchases

A requisition and purchase order is always required for a capital purchase or a purchase that is part of a capital project, regardless of dollar amount, to ensure proper tagging as a capital asset. See Capital Asset ~~procedure~~-policy for what qualifies as a capital asset.

### Cash Advances, Travelers Checks, Money Orders

The College does not offer cash advances, travelers checks, or money orders for travel or other expenses.

### Charges for Non-Employees

Costs for a non-employees (e.g., a spouse when traveling on College business) are not allowable purchases unless the non-College individual is a guest of the College (e.g., taking a donor to lunch, meeting with a superintendent for breakfast.)

### Flowers & Gifts

Flowers or gifts are not allowable purchases unless provided by or authorized by the President's Office or the Culture & Talent Success office. This does not include College promotional items, like lanyards, t-shirts, sunglasses, etc.

### Computers, Peripherals, ~~& Software~~, & IT Services for College Use

All requests for technology ~~items~~-goods and services must be approved by the IT Department prior to or upon requisitioning. Certain grant programs where equipment and software do not become College property and/or are not installed on the College network are an exception to this requirement. The grant administrator is required to authorize such purchases prior to or upon requisitioning.

### Donations

Donations to other organizations using College monies or assets are prohibited unless approved by the supervising Cabinet member and CFO.

### Entertainment

The College does not purchase, pay for, or reimburse an employee for entertainment unless part of a Lake Michigan College Foundation event, done as a team-building exercise for an athletic team in accordance with Athletic Department policy, academic field trips or academic recruiting, or done by the Culture & Talent Success department.

### International Vendors

International vendors are prohibited for use unless they accept payments via credit card.

### Personal Goods or Services

The College will not purchase goods or services for employee personal use, nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and vendors.

Pro Card, Expense Reimbursement, and Direct Paycheck Request  
Purchases by procurement card, reimbursement for out-of-pocket purchases, and direct paycheck requests are for purchases for which a purchase order is not required or accepted. These purchasing/payment methods may not be used to circumvent this policy or the purchasing procedures, for services provided by an employee (which must go through payroll) and may not be used to circumvent this policy.

#### Publications (Printing and Graphics)

All publications (brochures, newsletters, catalogs, forms, etc.) that will be distributed outside the College must be approved by the Marketing Department to ensure consistent, high-quality publications and graphics standards.

#### Rentals

Facility or room rentals are not allowable purchases unless College facilities are unavailable.

#### Sales Tax Exemption Status

The College (other than Mendel Center Operations) is exempt from all federal, state, and local taxes. For purchases related to Mendel Center Operations, see Collection & Review of Tax Exemption Forms procedure. • \_\_Sales tax on any purchase as the College is sales tax exempt. Employees are responsible for ensuring that sales tax is not paid, which may be done by telling the vendor when ordering that the purchase is tax exempt and providing a tax exempt certificate if necessary.

#### Split Purchases

Splitting purchases into more than one transaction or coding a single transaction to difference org units to bypass authority levels, competitive bidding requirements, or internal controls is strictly prohibited. Coding a single transaction to multiple org units is allowed if done for legitimate business reasons.

#### Travel Expenses

See the Travel Expense Reimbursement procedure.

#### References:

Authority to Bind the College to External Agreements policy

Capital Asset policy

Conflict of Interest - Employee policy

Justification for Sole Source Procurement Request form

National Association of Educational Buyers' (NAEB) Code of \_\_\_\_ Ethics

Non-Discrimination policy

Purchasing procedure

Receipt of Gifts and Gratuities policy

Travel Expense Reimbursement pProcedure

## 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), <del>x-x-xx</del>
Last Date Board Approved:	3-29-22

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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 ~~waiver-charges~~ will be applied to an employee's account first before ~~any~~ other ~~form of~~ financial aid, grants, or scholarships. Although tuition is waived by the College for employees, **the employee is responsible for a "waiver fee" and All non-mandatory student fees (such as course fees), as well as textbooks and course support materials are the responsibility of the student.**

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

- Full-time employees are eligible for waiver of 100% of tuition (fees still apply.)
- ~~Each full-time employee is eligible for the payment of 100% of the Lake Michigan College tuition for the employee, their spouse, and Internal Revenue Service (IRS) qualified dependents.~~
- Regularly-scheduled part-time employees are eligible for waiver of 50% of tuition (fees still apply.)
- ~~Regular part-time employees are eligible for the payment of 50% of the Lake Michigan College tuition for the employee, their spouse, and IRS qualified dependents during the semester in which the employee is continuously employed.~~
- Part-time faculty are eligible for tuition waiver on a prorated basis: one contact hour will be waived for each contact hour taught (fees still apply.) ~~Part-time faculty are eligible for the payment of 100% of College tuition for the instructor, their spouse, and IRS eligible dependents on a prorated basis, equal to 1 contact hour for each 1 contact hour taught.~~ Eligibility begins following successful completion of ~~the a~~ part-time faculty's ~~first assigned class(es).~~ Unused tuition waiver benefits, may be accrued up to a maximum of 45 contact hours, and must ~~to~~ be used within 3 years of accrual ~~or they will be forfeited~~ of being earned. (Fees still apply.)

With the permission of the supervisor, non-Facilities ~~Management~~ employees may take one ~~such course class~~ during the workday. ~~See the~~For Facilities employees, see the Facilities ~~Management contract for~~ ~~workday~~ provisions).

**References:** Facilities Management Contract

Faculty Contract

LMC Shared Services with Contractors & On-Campus Partners policy

## WEAPONS-FREE COLLEGE ON CAMPUS

Office of Origin: ~~Student Affairs~~ **Facilities Management**  
Responsibility: ~~Vice President of Student Affairs~~ **Executive Director, Facilities Management**  
Date Adopted: 03-24-98  
Date Reviewed: 06-20-18, 08-09-18, 8-11-22, 2-10-23, 06-21-23  
Last Date ~~Modified &~~ Board Approved: 09-12-18, 10-12-22 (c), X-XX-XX

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Possession of weapons, as further defined below, is not permitted on property owned, leased or otherwise controlled by the College, even if you have a concealed weapons permit.

Lake Michigan College (the College) seeks to provide a safe campus community. ~~Restriction against the possession, discharge, use and/or carrying of weapons is intended.~~ **Weapons are restricted** to foster a more secure an environment and to promote the overall learning purpose for in which students, employees and guests attend of the College **can feel safe while attending classes, working, and visiting.** While these restrictions offer no guarantee of protection to ~~students, employees and guests,~~ it is hoped the restrictions will reduce the risk of injury from any dangers which might arise from the possession, discharge, use and/or carrying of weapons.

### Exceptions:

1. Law enforcement officers of legally established law enforcement agencies.
2. Employees authorized by the College to possess or use such devices while engaged in work activities requiring such a device.
3. When College authorization is given to someone in connection with a regularly scheduled educational, recreational, or training program in which such devices would be required.
4. The possession of knives on college property when used solely for preparation of food, instruction, or maintenance.

~~Except as allowed by Federal and State law, students, employees and guests are prohibited from possessing, using, discharging and/or carrying weapons in any setting that is under the control or supervision of the College, including, but not limited to, property leased, owned, or contracted for by the College, a College~~

~~sponsored event, or a College owned vehicle. This prohibition does not apply to officers duly sworn to and in good standing with public law enforcement agencies.~~ Any student or employee in violation of this policy will be subject to discipline, up to, and including expulsion and/or termination as may be applicable depending on the circumstances. Any guest in violation of this policy shall be subject to ejection as a trespasser.

### **Definitions**

Weapons are defined as any instrument, implement, or other object which is capable, designed, intended, or used to inflict bodily injury, or leads a reasonable person to believe it is intended to be used to inflict bodily injury. This shall include, but not be limited to, the following:

- o Any gun, rifle, firearm, BB gun, pellet gun, 3-D printed weapon, or other device (including starter gun), whether operable or inoperable, which is designed to or may readily be converted to expel a projectile by any means.
- o Any bomb, grenade, rocket, or other destructive device which includes explosives, incendiaries, or poison gas.
- o Any knife with a blade longer than three inches, razor, or other cutting instrument, except as approved for the College's culinary program and food service operations.
- o Any striking instrument, to include clubs, iron bar, brass knuckles, blackjack, or bludgeon (excluding Athletic Department equipment when used for school sanctioned activities — i.e., baseball bats).
- o Any Martial Arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
- o Any bow and arrow combination.
- o Fireworks
- o Any portable device or weapon from which an electrical current, impulse, wave, or beam may be directed, which current, impulse, wave, or beam is designed to incapacitate temporarily, injure, or kill.

Firearm: a weapon from which a dangerous projectile may be propelled by an explosive, or by gas or air.

Minor: any individual of less than 18 years of age.

Pistol: a firearm, loaded, or unloaded, 26 inches or less in length, or any firearm, loaded or unloaded, that by its construction and appearance conceals it as a firearm.

A self-defense spray or foam device are not considered weapons subject to this policy,

If they meet all the following:

(a) The device is capable of carrying, and ejects, releases, or emits 1 of the following:

- (i) Not more than 35 grams of any combination of ~~orthochlorobenzalmalononitrile~~ and inert ingredients;
- (ii) A solution containing not more than 10% oleoresin capsicum;

(b) The device does not eject, release, or emit any gas or substance that will temporarily or permanently disable, incapacitate, injure, or harm a person with whom the gas or substance comes in contact, other than the substance described in (a).

This policy is not intended to exclude students or staff from defending themselves, using items fashioned into weapons, from a violent armed attack (i.e. "active shooter") when appropriate, and as an option of last resort.

**References:** MCL 28.425-~~Firearms, Weapons Free College Procedure~~

## POLICIES-2nd READ

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

1. Employee Housing in Beckwith Hall
2. Purchasing
3. Tuition Waiver-Employee
4. Weapons on Campus

### **ACTION:**

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

**MOTION** by Ms. Burghdoff with support by Ms. Johnson to approve the policy revisions as present.

**In Favor:**

All

**Opposed:**

None

**MOTION APPROVED**



## POLICIES-1st READ for Review

### ADMISSION

Office of Origin: Admissions

Responsibility: Vice President, Student Affairs

Original Date Adopted: 6-24-1997

Dates Reviewed: 4-24-2018, 10-30-2018, 12-10-2019, 8-23-2023

Last Date Approved by Board: 11-07-2017, 2-25-2020

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#### **General Admission**

Lake Michigan College (the College) offers an open admissions policy for individuals who are interested in and capable of benefiting from higher education.

Admission to the College is open to all high school graduates, those who have satisfactorily completed the General Education Development (GED) test, individuals 18 years or older, or students in an approved Early College program.

#### **Re-Admission**

Students not attending in the semester applied for will be required to submit a new application for a subsequent semester. Students may request deferment of their application to the following semester by communicating with the Admissions Office.

Students who stop attending will be required to reapply for admission if they return during a new academic year.

The College reserves the right to evaluate and document special cases and to refuse admission and/or continued enrollment if the College determines that the applicant/student is a threat or a potential danger to the College community or if such refusal is considered in the best interest of the College.

#### **Specific Program Requirements**

Several programs at the College require students to complete program-specific requirements and/or an additional program application. (*Completion of pre-requisites doesn't guarantee acceptance into the program.*)

#### **References:**

## NEPOTISM AND FAVORITISM

Office of Origin: ~~President's Office~~ Human Resources

Responsibility: ~~Senior Executive Assistant to the President~~

Executive Director, Human Resources

Original Date Adopted: 04-25-17

Dates Reviewed: 04-25-17, 11-1-23 (C)

Last Date Board Approved: 07-20-20 X/X/23

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Nepotism is broadly defined as the practice among those with power or influence of favoring relatives or friends, especially by providing jobs, work, or preferential treatment. Similarly, favoritism is the basing of decisions regarding appointment, promotion, wages, hours, or other conditions of employment on personal or other relationships rather than on objective standards and the needs of Lake Michigan College (the College).

It is the policy of the College that all decisions related to employment, contract award, and/or advancement will be based solely on professional qualifications and abilities without regard to family or other relationships.

However, ~~concurrent~~ employment or other engagement of family members ~~of the same family or of those with a personal or other relationship in a department or division will~~ is not be prohibited provided that such individuals meet and fulfill regular employment standards and requirements of the ~~position or contract~~. In addition, ~~Under no circumstances will~~ can an employee or contractor be placed under the direct supervision or control of an immediate family member ~~(e.g., spouse, domestic partner, son, daughter, parent, grandparent, brother, sister, mother-in-law, father-in-law, or spouse or domestic partner of any of the aforementioned), or someone with whom there is a close personal or other relationship.~~

~~College personnel~~ Employees or members of the Board of Trustees (Board) should ~~neither not~~ initiate nor participate in decisions that could have an actual or perceived direct benefit to ~~them~~, members of their immediate family, or those with whom they have a close personal or other relationship. In the event that such circumstances arise:

- ~~in the case of College personnel, these functions are to be carried out by another member of the department or division and referred to the next~~ immediate Employees must recuse themselves and notify their supervisor who will determine next steps.
- ~~In the case of a Board of Trustee member, the related trustee will~~ Board members must recuse themselves from associated Board action discussing or voting on a matter that could have an actual or perceived direct benefit to the Board member.

All employment or contract award decisions involving ~~the employment or hiring of~~ family members ~~are to~~ must be reported to and approved by both the ~~appropriate vice president supervising Cabinet member~~ and Executive ~~d~~Director of ~~h~~Human ~~r~~Resources prior to award.

The ~~appropriate vice president~~ supervising Cabinet member will take steps to ensure that nepotism or favoritism does not influence the hiring, awarding, employment, or evaluation when the possibility is known to exist. If a Cabinet member could have an actual or perceived direct benefit, then the President will work with the Executive Director, HR instead of the Cabinet member to address.

Employees must inform ~~the~~ Human Resources ~~Department~~ of potential or existing situations involving family members, or other relationships or those that could reasonably be considered nepotism or to result in favoritism. ~~All~~ Employees are encouraged to disclose the relevant facts if there is any doubt that a relationship currently exists or existed in the past.

References: Board Conflict of Interest policy  
Conflict of Interest policy

## TRAVEL EXPENSES

### NEW POLICY REPLACING A PROCEDURE

Office of Origin:	Finance
Responsibility:	Executive Director, Finance
Original Date Adopted:	x-x-23
Dates Reviewed:	x-x-23
Last Date Board Approved:	x-x-23

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### General Information

#### Authorization to Travel

Travel at Lake Michigan College (the College) must be for a valid business reason and must be approved by the supervisor. For travel that includes an overnight stay, a Travel Authorization Form (TAF) must be completed/approved prior to travel (a TAF is not required for travel without an overnight stay.)

#### Fiscal (Budget) Year of a Charge

In terms of which fiscal year an expense is recorded (relevant for faculty PD and budget management), only conference registration fees are included in the fiscal year in which the cost is paid. All other costs are recorded as an expense (and to faculty professional development fund use) in the fiscal year in which the travel occurs.

#### Non-Employee Travel

Non-employees (i.e., guest speakers, employment candidates) asked to travel for the College may request reimbursement for travel expenses. The applicable budget manager must advise the non-employee of allowable expenses and approve the request.

#### International Travel

Employees traveling outside the U.S. must notify the Manager, Purchasing & Risk Management prior to departure so that the insurance company can be notified. Employees must also notify Manager, Purchasing & Risk Management of any non-employees traveling along as a matter of record; the College will not, however, provide insurance coverage for these travelers.

The College will not sponsor an employee or group to travel to those countries that the federal government has issued a Travel Advisory, federal employees are prohibited from traveling, or where special permission is required to travel.

Employees traveling outside of the US are strongly advised to call the number on the back of their pro card prior to leaving to alert the credit card company of their travel; having them add this note to the account will avoid having the pro card flagged as having fraudulent expenses and rendering the card unusable.

## Incurring Unallowable Expenses

If it is determined that an employee was reimbursed in excess of allowable amounts, the employee may be asked to repay the excess within 30 days of notice. If repayment is not made, the College may withhold the excess from the employee's payroll (based upon approval provided when an Expense Report form is signed by the employee) or may include the amount in employee taxable wages reported to the IRS, at the College's sole discretion.

If it is determined that an employee charged an unallowable expense on a pro card, the employee may be asked to repay the excess within 30 days of notice. If repayment is not made, the College may include the amount in the employee taxable wages reported to the IRS, at the College's sole discretion.

## Allowable Travel Expenses

Expenses must be for official College business and in accordance with this policy and the Purchasing policy.

Transportation is limited to the most direct and "usually-traveled" route and by the most economical means of transport considering the expense as well as the employee's time. That portion of travel that is not in the best interest of the College (e.g., a detour for personal reasons) will not be approved/reimbursed.

## Conference Registration Fees

Early bird discounts should be taken advantage of whenever possible. A copy of the registration, schedule, etc. is not required unless an itemized receipt cannot be provided as documentation supporting the registration expense.

## Lodging

Allowable lodging expense is limited to a reasonable amount for the geographic area. A receipt showing itemized lodging charges must be submitted for the expense to be reimbursed.

## Transportation - Airfare

- Flight arrangements should be purchased by the employee using their procurement card (pro card) or using personal funds.
- Flight arrangements must be made to obtain the lowest available logical fare. This is generally travel in coach class via the most logical and efficient route taking into consideration employee time constraints and airline restrictions.
- Travelers may incorporate weekend travel if the cost savings exceeds the additional lodging and estimated per diem costs.
- If an airline charges a bag fee, the allowable expense is limited to 1 bag only.
- If a paper ticket is obtained and there is a charge, the charge is not allowable.
- Airfare change fees, if change is required by College business needs, is reimbursable.

- Charges for selecting a seat in advance of check-in (seat selection fee) is allowable. Charges only for extra room/legroom, seats in the Emergency Exit row, and the like are not allowable.

### **Transportation – Local**

Tolls, taxis, Uber/Lyft, parking, and buses are classified as local transportation, the cost of which can be submitted for reimbursement. The most economical means of reasonable transportation must be used when taking local transportation (e.g., taking a taxi instead of a limo, but taking a bus instead of a taxi is not required.) Local transportation for personal activities such as sightseeing is not reimbursable.

### **Transportation – College or Employee Vehicles**

See the Vehicle Use policy for information on requirements and insurance coverages.

If using a College vehicle, reservations must be made through the Facilities Office Manager. The College's gas credit cards must be used with College vehicles; pro cards or personal payment may not be used. No mileage reimbursement is allowable when using College-owned vehicles.

If using the employee's vehicle, approved mileage will be reimbursed in accordance with the Mileage Reimbursement policy.

Use of an employee's vehicle and reimbursement for mileage in lieu of flying is limited to no more than the reasonable cost of airfare and must be approved prior to travel.

### **Transportation - Rented Vehicles**

Renting a vehicle is limited to instances where it is to the College's advantage and not for the personal convenience of the traveler. Rented vehicles must be of standard/mid-size class whenever available.

College insurance provides coverage to authorized drivers of rented vehicles when on official College business. Passengers must be on official College business to be eligible for coverage. Personal property stolen or damaged in an accident in any vehicle is not covered by the College's insurance.

If using a pro card, the employee must ensure that the rental is in the pro card holder's name and that the pro card holder signs the rental agreement. The pro card holder must decline the collision/damage waiver offered by the rental company. The pro card company provides certain secondary coverage to the College auto policy if these steps are taken.

Employees using rented vehicles cannot claim mileage. Reasonable gas purchases may be made using a pro card or will be reimbursable if receipts are provided.

Rental expense may be charged on a pro card or submitted for reimbursement. The rental agreement showing the amount charged must be included when submitting the expense.

## **Business Meals – Overnight Stay**

In lieu of reimbursement for actual expenses, employees attending an approved event (conference, meeting, etc.) that requires at least one overnight stay will receive a per diem (i.e., per day) allowance for meals and incidental expenses in accordance with published federal rates. Incidental expenses are gratuities and other minor costs that are incurred while travelling, in addition to major expenses such as hotel and travel. Detailed instructions for submitting are included on the Expense Report.

Per diem rates are set each October 1 by the US General Services Administration (GSA.) Certain cities have a differential per diem rate; all others are assigned a standard rate. Rates and other info can be found on the GSA website at <http://www.gsa.gov/portal/content/104877> or the GSA mobile app at <http://www.gsa.gov/portal/content/302273> .

Per diem does not necessarily apply to the College Board of Trustees, who may elect to receive reimbursement for expenses actually incurred (in accordance with other sections of this policy) or through per diem, at the trustee's discretion.

### Use of Pro Card

Except for business meals described following, a procurement card (pro card) cannot be used to pay for meals for which an employee could receive a per diem allowance. Repeated use of pro card in this way will result in loss of pro card privileges. The only time a pro card can be used to pay for a meal subject to per diem is for a business meal with a non-employee. In this situation, per diem would not apply and instead the entire amount of the business meal could be paid with a pro card as an expense (or reimbursed via expense report.)

### Meals Provided at the Event

If a meal is provided at the event, the employee cannot receive a per diem for that meal. However, if the event includes a "Continental Breakfast" (i.e., coffee and donuts) and the employee considers that to be inadequate, the employee may receive a per diem for that breakfast meal. In addition, in certain circumstances, an employee may be unable for work reasons to participate in a meal provided by the event, they can claim the per diem amount associated with that meal by noting the exception clearly on the reimbursement request. Otherwise, the per diem paid will be the number of meals not provided based on the event agenda.

Medical conditions that require special dietary constraints will be handled on a case-by-case basis.

### Per Diem on Travel Days

For travel days, per diem should be claimed according to the below.

Departing for an event:

- 9:00am or before – breakfast, lunch and dinner

- 9:00am until 3:00pm – lunch and dinner
- 3:00pm or after – dinner

Arriving back from an event:

- Before 12pm – breakfast only
- 12pm until 6:00pm – breakfast and lunch
- 6:00pm or after – breakfast, lunch and dinner

### **Business Meals – No Overnight Stay**

Business meal expenses incurred during a trip not requiring an overnight stay are subject to the below restrictions:

- Allowable cost is limited to a reasonable amount for the geographic area.
- Tips over 20% and tips in addition to pre-applied gratuity are not allowable.
- Business meals may be purchased for others with whom the College has business dealings only when it is in the best interest of the College.
- Meal costs for meetings with other employees are only allowable if the meal is necessary to carry out College business. Charges for a friend or family member are not allowable expenses.
- When submitting for reimbursement, documentation must include names of those present, company affiliation, purpose, place, and date of meeting.

### **Business Meals – Alcoholic Beverages**

See Purchasing policy.

### **Incidental Expenses**

Incidental travel expenses are gratuities and other minor costs incurred in addition to the primary costs for travel (e.g., meals, transportation, conference registration.) Incidental expenses incurred during travel requiring an overnight stay are covered by the per diem rate. Incidental expenses incurred during travel not requiring an overnight stay must be substantiated with an explanation and receipt, if available.

### **Miscellaneous Expenses**

Allowable miscellaneous travel expenses include:

- Business phone calls, faxes, internet charges
- Fitness center access
- International travel costs related to required activities (passports, visas, vaccinations, currency conversion fees)
- Laundry expenses for travel lasting 7 calendar days or more
- Office expenses (copy services, postage, limited supplies)
- Parking (valet services are not allowable when self-parking is available, unless there are safety or business reasons)

Unallowable travel expenses include, but are not limited to, the following:



- Air travel expedited security clearance memberships (e.g., TSA Pre-Check)
- Bank charges for ATM withdrawals, except during international travel
- Child and dependent care costs
- Clothing
- Gifts, other than meals as defined herein
- Insurance of any type other than trip cancellation insurance approved in advance by supervising Cabinet member
- Laundry costs for trips of less than 7 days
- Lost baggage
- Luggage, bags, briefcases
- Medical expenses (exceptions may be made for ADA compliance)
- Membership dues and club fees, including daily club fees
- Movies and pay-for-view entertainment
- Non-insured loss of cash/personal belongings
- No-show/cancellation fees or fees for hotel late check-out unless business or weather related
- Personal entertainment (see Purchasing policy)
- Personal reading materials (magazines, newspapers, etc.)
- Repairs, maintenance, gas, insurance, etc. on personal vehicle
- Spa treatments
- Toiletry items
- Traffic citations, parking tickets, court fees, or other fines
- Travel expenses for family or friends
- Upgrade fees, when fees are personal choice rather than business need
- Valet services for parking, when self-parking options are available, unless there are valid security reasons

**References:**

- College Owned Vehicle Use procedure
- Expense Report
- Expense Reimbursement procedure
- Mileage Reimbursement policy
- Procurement Card procedure
- Purchasing policy
- Purchasing procedure
- Travel Authorization Form (found at [mylmc.org](http://mylmc.org))
- Vehicle Use policy

## Department Reports

### **ACADEMIC AFFAIRS**

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

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

- Discipline reviews began last week with natural sciences. They are doing great work!

### **ACADEMIC EXCELLENCE**

**Dr. Tiffany Bohm**, full-time Political Science faculty, and **Melissa Grau**, Executive Director, Intercollegiate Athletics and Campus Life, collaborated to bring The National Society of Leadership and Success (NSLS) — a leadership program for students – to LMC. The new NSLS chapter will offer a non-credit certificate program in leadership for members. Invitations will be mailed to students in early spring 2024 and will include dual enrolled, full- and part-time, and degree and non-degree seeking students. We will also be inviting LMC alumni who earned a 2.5+ GPA with a graduation date between May 2013 and present. The criteria to join includes students who have earned 6-36 credits with a GPA of 2.5+. The initial year is funded through an NSLS grant.

On November 7, Dr. Allen Oliver from the University of Notre Dame presented the Fall Science Seminar. Dr. Oliver presented a talk entitled "A Short Talk on X-Ray Crystallography." This talk was attended by approximately 25 LMC students, staff, and faculty. Dr. Oliver discussed the basics of X-ray crystallography and how it can be used to determine molecular structure as well as a forensic tool. Dr. Oliver also shared some of his educational journey growing up in New Zealand and emigrating to the United States to continue his studies. Dr. Oliver invited the Chemistry and Physics faculty and their students to visit the University of Notre Dame this spring. **Dr. John Beck**, Chemistry faculty, and **Amanda LaFay**, Natural Sciences Laboratory Manager, organized the Fall Science Seminar.

On November 15, Jacob Breit met with the Sociology and Philosophy classes to discuss his work with LMC and his educational interventions in Sierra Leone.

### **COMMUNITY IMPACT**

On October 15, **Laura Henderson Whiteford**, Admissions Specialist-South Haven, represented LMC at the Fennville Goose Festival. On October 24, the South Haven Campus Hosted a workshop for Flemming Oil Brothers. On October 26, the South Haven Campus hosted the South Haven Speaker Series Featuring Jennifer Rigternik, who spoke on The Good, The Bad and The Ugly of the Cannabis Industry. On October 27 that South Haven Campus hosted a Trunk or Treat event. On October 28 **Laura Henderson Whiteford**, Admissions Specialist-South Haven, represented LMC at the Hartford Día De' Los Muertos Festival in Hartford. On November 1, the South Haven Campus hosted the South Haven Chamber of Commerce Summit Event. There were 150 people in attendance.



Jennifer Rigternik speaking about the Cannabis Industry in Michigan



South Haven's Third Annual Trunk or Treat Event



South Haven Chamber of Commerce Summit Event

On October 20, Health Sciences participated in Career Pathways Day which saw around 2,000 high school students from all over Berrien County. There were many stations which included allowing students to try ultrasounds on manikins.



From left to right: **Pam Coyer-James DMSO Clinical Coordinator**, Adam Hebner Nursing Student, **Beth Zak DMSO Program Director**, Kaelie Aldridge, Anna Kapapula, and Evelyn Wright all DMSO Students.



On November 9, **Jodie Littlefield** and **Jenny Clark** led a team of 16 volunteers in the United Way Rake a Difference Day event. The team raked and bagged leaves at the homes of three local senior citizens. The Southwest Michigan United Way event served a total of 353 seniors with 136 teams and a total of 1,340 volunteers. It was a beautiful day to enjoy the sunshine and the fellowship of colleagues, and a few volleyball players, as well. Thank you to all of the LMC Raking Redhawks!



Back Row: **Sarah Thomas, Dave Krueger, Dave Barrett, Brett Closson, Barbara Craig,** Rose Krueger, **Felicia Terris**  
Middle Row: **Rachel Heidema** and **Jenny Clark**  
Front Row: **Riley Stack, Samantha Jurgensen, Jillian Bruckner, Olivia Deeb,** and **Sophia Carrier**



**Riley Stack, Jillian Bruckner, Olivia Deeb,** and **Sophia Carrier**



**Rachel Heidema, Brett Closson,** and **Sarah Thomas**

### **STUDENT SUCCESS**

On October 7, Nursing 291 brought in an expert wound care nurse, Sue Mierau from Corewell Health

South to do instruction on Ostomies and provide awareness of the local support group called the “Pouch Potatoes”. The presentation was given after the students talked about a form of ostomies (Urostomies) in class. Sue did her presentation during their 12-hour clinical day at the hospital. At the end of the presentation, students were given a pouch to wear on Ostomy Awareness Day and the students posted feedback on the class Canvas discussion board on what it was like to wear the ostomy device for the day. Most of them fully appreciated what patients go through while wearing these devices.

**LAKE MICHIGAN COLLEGE** | **RIPPLES MAKE WAVES** | 2020-2023

ACADEMIC EXCELLENCE	STUDENT SUCCESS	COMMUNITY IMPACT
<p><b>GOAL</b> Our students are well-prepared to excel academically and professionally</p> <p><b>STRATEGIC THEME</b></p> <ul style="list-style-type: none"> <li>• Quality Programs/Curriculum</li> <li>• Student Learning</li> <li>• Culture/Environment for/of Learning</li> </ul> <p><b>MEASURES</b></p> <ul style="list-style-type: none"> <li>• Meeting employer needs</li> <li>• Successful institutional transfer</li> <li>• Instructional effectiveness</li> </ul>	<p><b>GOAL</b> Our students explore, define, and reach their goals</p> <p><b>STRATEGIC THEME</b></p> <ul style="list-style-type: none"> <li>• Access</li> <li>• Inclusion</li> <li>• Retention</li> <li>• Student Support</li> </ul> <p><b>MEASURES</b></p> <ul style="list-style-type: none"> <li>• Persistence and retention</li> <li>• Goal completion rate and duration</li> </ul>	<p><b>GOAL</b> Our educational and cultural experiences improve socioeconomic mobility, strengthen the economy, and enrich lives</p> <p><b>STRATEGIC THEME</b></p> <ul style="list-style-type: none"> <li>• Outreach</li> <li>• Communication</li> <li>• Workforce/Talent Development</li> <li>• Regional Community Enrichment</li> </ul> <p><b>MEASURES</b></p> <ul style="list-style-type: none"> <li>• Economic impact</li> <li>• Financial savings for students and families</li> <li>• Professionals in high demand fields</li> </ul>

## **STUDENT AFFAIRS**

*Dr. James Daniels, Interim Vice President of Student Affairs*

Dr. Kubatzke recognized Dr. Daniels for all of his works as the Interim Vice President since September as his contract was ended in December.

## **STUDENT SUCCESS**

Athletics

- Men’s Soccer finished their season with a 2-10-1 record.
- Women’s Soccer finished their season with a 7-10-1 overall record.
- Men’s Cross-Country finished their season 10 out of 13 at the Region XII Division II Men’s Cross-Country Meet.
- *Tristan Ashley* of the Men’s Cross-Country team qualified for the National Junior College Athletic Association Cross-Country Championship and finished 69 overall.
- Women’s Cross-Country team finished 5 out of 13 at the Region XII Division II Women’s Cross-Country Meet.
- *Noemi Arevalo* qualified and finished 60 overall at the National Junior College Athletic Association Division II Women’s Cross-Country meet in Huntsville, Alabama.
- *Olivia Ippel* won the Division II Cross-Country Meet with a time of 17:56.6 out of 279 runners.

- Volleyball finished conference with a 9-3 record and placed third overall at the Regional Tournament.
- Women's/Men's Basketball have started their fall seasons. Men's Basketball are off to a 3-1 record while the Women's team is at 1-2.

## **COMMUNITY IMPACT**

### Campus Life

The month of October Campus Life was busy hosting many events to celebrate the fall season. October 4 Student Life collaborated with Student Well-Being & Accessibility to host a carnival event in the courtyard outside the Hawk's Nest. Students played games, socialized, and enjoyed carnival food items. Later in the month approximately 40 students visited the Niles Scream Park. Students were able to enter the park free of charge due to the College's partnership with the Niles Scream Park Organization. October 31, we hosted a Halloween celebration. Students were able to paint pumpkins, decorate caramel apples, play games, and enjoy delicious food items provided by the Hawk's Nest Café. In addition to these great events the Stall Street Journal has been updated and there are now QR codes in all bathrooms on campus. Students and employees can now scan the code and access all events occurring during the month.

### Diversity, Equity, & Inclusion (DEI)

Recent developments within the office of Diversity, Equity, and Inclusion include:

**Organizational Restructuring:** The office of DEI has undergone a strategic shift, now falling under the Student Affairs Division led by Interim VP of Student Affairs, **Dr. James Daniels**. Accompanying this change, the DEI office has been relocated to the Student Affairs C Wing office 201n.

**Operational Status:** Presently, the DEI office is functioning with part-time support staff to assist the Dean in managing the diverse responsibilities and activities required by faculty, staff, and students.

**DEI Strategic Plan:** The DEI Committee has been diligently formulating the DEI Strategic Plan.

**Multicultural Holidays and Celebrations:** In collaboration with the office of DEI, the DEI Committee has produced educational materials, including posters, flyers, and banners, to highlight monthly diversity holidays in September, October, and November.

**Martin Luther King Jr. (MLK) Celebration Week:** The MLK Committee, in collaboration with various College departments and community stakeholders, is finalizing activities for MLK Jr. Celebration Week. This year's theme is "Power of One Voice."

**Social Justice Panel:** October 26, the Dean of DEI, **Cam Herth**, participated in a panel discussion on the State of National Civil Rights, hosted by the Benton Harbor, Saint Joseph Social Justice Group at the African American History & Literature Gallery.

**Student Initiatives:** The Office of DEI has submitted necessary paperwork to continue with the Student Multicultural Organization (SMO) for this academic year. Additionally, a new student initiative was introduced focusing on retention of African American male students at the College.

### Housing

Resident Assistants (RA's) dedicated educational bulletin boards to party safety and alcohol awareness. RA's have also dedicated educational bulletin boards to DEI awareness. We had our second set of Intentional Conversations with residents. We held a total of 19 programs, two sets of room checks, four pantry restocks, and two sets of community meetings in Beckwith Hall.

#### Educational Opportunity Center

The Educational Opportunity Center continued to cultivate a strong team environment. We exceeded our target numbers for this time of year, reaching 401 participants so far. We are on target to meet our overall 1,097 participants for grant year three. The Educational Opportunity Center has started a new relationship with the Pokagon Band and looks forward to many long discussions of how we can be of service to their community members.

#### Upward Bound

October 12 Stryker Corporation visited the Upward Bound program to facilitate a workshop surrounding artificial intelligence and cybersecurity. Scholars engaged in a Kahoot quiz to demonstrate their learning. October 17 Upward Bound scholars visited Miller Auditorium to experience their first Orchestra event. Black Violin was a hit!

October 27 was a full day for the Upward Bound program. First, scholars split into teams to navigate the maze at a cider mill to foster teamwork skills. Second, the program toured Davenport University and spoke with admissions representatives about the application process and admissions requirements. Finally, scholars visited the Grand Rapids Zoo and participated in a guided tour to learn about the different animals. Scholars even got to hold a few reptiles and small animals!

October 30 Upward Bound Scholars participated in a Scavenger Hunt across the Lake Michigan College campus to learn the functions of different departments and to locate campus resources.

In November the Upward Bound program visited the Mendel Center to see Step Afrika. This cultural event was a hit amongst the scholars. As the month continued, they explored the transitions to and through high school, college, and the Upward Bound program by preparing materials for their upcoming Fab Lab workshop in the Hanson Technology Center. Tutoring sessions continue to take place on Mondays and Thursdays from 3:30-5:30pm.

*As of November 27, 2023*

## **Employment Report:**

### Positions Posted or in the Hiring Process:

- Faculty, Mechatronics
- Office Manager, Upward Bound (Grant Funded Part-time)
- Social Media & Digital Advertising Specialist
- Utility (Part-time)
- Vice President of Student Affairs

### New Hires:

- Maintenance Technician – Kevin Cunningham
- Manager, Testing and Tutoring Services – Linda Walker
- Support Specialist, Start to Finish – Tiara Greer-Allen

### Separation:

- Brian Zingo – Director, Analytics & Programming
- Carmen Pagán – Sr. Banner Analyst/Application Programmer



# FINANCE REPORT

## Lake Michigan College Income Statement (Operating & Auxiliary Funds ONLY) October 31, 2023

draft

	FY_2024			FY_2023		
	Actual Year-to-Date	Budget - Entire Year	YTD % of budget*	Actual Year-to-Date	Actual - Entire Year	YTD % of budget*
<b>Revenues</b>						
Tuition & Training Revenue, Net	\$ 4,758,000	\$ 9,514,000	50%	\$ 4,515,000	\$ 9,230,000	49%
Property Tax Revenue, Net	15,336,000	20,038,000	77%	14,303,000	18,469,000	77%
State Appropriations - Base	575,000	6,218,000	9%	545,000	5,991,000	9%
State Appropriations - MPSERS	14,000	14,000	100%	11,000	1,767,000	1%
Interest Income	307,000	626,000	49%	50,000	512,000	10%
Other Revenue	123,000	624,000	20%	147,000	502,000	29%
Auxiliary Operations, Net	483,000	219,000	221%	391,000	308,000	127%
Funding from Foundation	-	153,000	0%	150,000	991,000	15%
<b>TOTAL REVENUE</b>	<b>\$ 21,596,000</b>	<b>\$ 37,406,000</b>	<b>58%</b>	<b>\$ 20,112,000</b>	<b>\$ 37,770,000</b>	<b>53%</b>
<b>Expenses</b>						
Labor Costs	\$ 7,504,000	\$ 25,239,000	30%	\$ 7,344,000	\$ 25,291,000	29%
Services	894,000	2,237,000	40%	761,000	2,292,000	33%
Building Costs	1,140,000	3,604,000	32%	1,181,000	3,449,000	34%
Licensing, Training/Travel, & Other	904,000	2,713,000	33%	865,000	2,294,000	38%
Supplies	391,000	943,000	41%	254,000	815,000	31%
Interest Expense	145,000	-	-	151,000	418,000	36%
<b>TOTAL EXPENSES</b>	<b>\$ 10,978,000</b>	<b>\$ 34,736,000</b>	<b>32%</b>	<b>\$ 10,556,000</b>	<b>\$ 34,559,000</b>	<b>31%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 10,618,000</b>	<b>\$ 2,670,000</b>		<b>\$ 9,556,000</b>	<b>\$ 3,211,000</b>	
Depreciation	1,643,000	2,643,000		1,573,000	4,911,000	
Transfers	-	-		-	(413,000)	
<b>TOTAL NET INCOME (LOSS)</b>	<b>\$ 8,975,000</b>	<b>\$ 27,000</b>		<b>\$ 7,983,000</b>	<b>\$ (2,113,000)</b>	

\* - Board approved budget as adjusted for revisions

### For Informational Purposes:

Property Taxes for Capital Millage	\$ 4,181,000	\$ 5,178,000	81%	\$ 3,937,000	\$ 4,929,000	80%
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**Lake Michigan College**  
**Balance Sheet (General & Restricted Funds)**  
**October 31, 2023**

draft

	10/31/23	10/31/22	Change	
Reserve - 120 Days Cash on Hand	12,360,000	10,920,000	1,440,000	13%
Reserve - Debt Service	3,835,000	3,818,000	17,000	0%
Reserve - MPSERS Board Designated	1,767,000	977,000	790,000	81%
Reserve - AEP Litigation Reserve	745,000	-	745,000	-
Reserve - LMC Promise Designated Fund	500,000	625,000	(125,000)	-20%
Cash & Investments - Designated - Reserves	\$ 19,207,000	\$ 16,340,000	\$ 2,867,000	18%
Cash Undesignated *	17,705,000	16,860,000	845,000	5%
Investments	13,930,000	13,295,000	635,000	5%
Accounts Receivable, Net	3,914,000	5,542,000	(1,628,000)	-29%
Prepaid Expenses & Other Assets	1,187,000	880,000	307,000	35%
Fixed Assets, Net of Depreciation	87,068,000	88,943,000	(1,875,000)	-2%
<b>Total Assets</b>	<b>\$ 143,011,000</b>	<b>\$ 141,860,000</b>	<b>\$ 1,151,000</b>	<b>1%</b>
Payables	\$ 4,675,000	\$ 3,699,000	\$ 976,000	26%
Deferred Revenues	471,000	400,000	71,000	18%
Debt	28,204,000	31,558,000	(3,354,000)	-11%
Pension Liability, Net	19,505,000	20,616,000	(1,111,000)	-5%
<b>Total Liabilities</b>	<b>52,855,000</b>	<b>56,273,000</b>	<b>(3,418,000)</b>	<b>-6%</b>
<b>Net Assets</b>	<b>90,156,000</b>	<b>85,587,000</b>	<b>4,569,000</b>	<b>5%</b>
<b>Total Liabilities + Net Assets</b>	<b>\$ 143,011,000</b>	<b>\$ 141,860,000</b>	<b>\$ 1,151,000</b>	<b>1%</b>

\* includes capital millage proceeds

**Lake Michigan College**  
**Statement of Cash Flows (General & Restricted Funds)**

draft

**10/31/23**

**Operating Activities:**

Cash Received from Property Taxes - Operational	\$ 15,336,000
Cash Received from Tuition	4,597,000
Cash Received from Appropriations	589,000
Cash Received from Foundation, Grants & Fundraising	23,000
Cash Received from Other Operations	67,000
Cash Received from Grant Admin Fees	31,000
Cash Received from Interest	307,000
Cash Received from (Paid for) Auxiliary Operations	511,000
Cash Paid to / on behalf of Employees	(7,791,000)
Cash Paid to Vendors	(3,969,000)
Cash Paid (Received) from Restricted Funds	-
<b>Cash From Operations</b>	<b>\$ 9,701,000</b>

**Investing Activities:**

Cash Received from Property Taxes - Capital Millage	4,019,000
Cash Paid for Capital Assets	(213,000)
<b>Cash on Hand (Used) for Capital Assets</b>	<b>\$ 3,806,000</b>

**Financing Activities:**

Paid on Debt - Principal	(412,000)
Paid on Debt - Interest	(272,000)
<b>Cash Paid on Debt</b>	<b>\$ (684,000)</b>

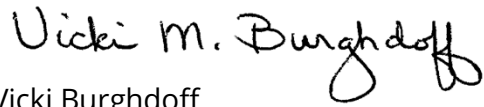
**Net Increase (Decrease) in Cash** **\$ 12,823,000**

**Beginning Cash (at June 30, 2020)** \$ 38,018,000

**Ending Cash (at October 31, 2023)** **\$ 50,841,000**

## ADJOURNMENT

MOTION by Ms. Tomasini with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:32 p.m.

A handwritten signature in black ink that reads "Vicki M. Burghdoff". The signature is written in a cursive style with a large, looping initial "V".

Vicki Burghdoff

Lake Michigan College Board Chair