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Section One

HISTORY of the COLLEGE

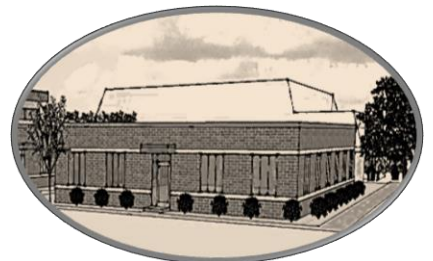
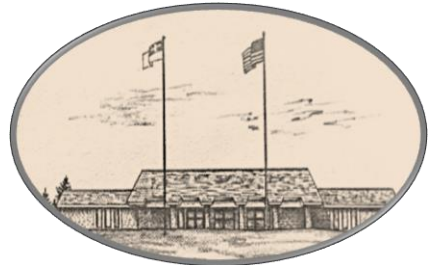
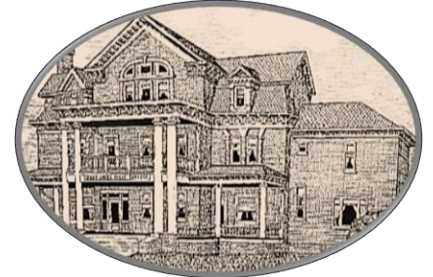
Over a generation ago, men and women of God were deeply concerned with the lack of vitality and the shrinking numbers of Christian Churches/Churches of Christ in Michigan. Their concern led to plans for founding Great Lakes Bible College, which came into being in 1949 at Rock Lake, near Vestaburg, Michigan. Twelve students were enrolled during the first year and their classes convened in the log cabin of Ralph R. Woodard, the first President of the College.

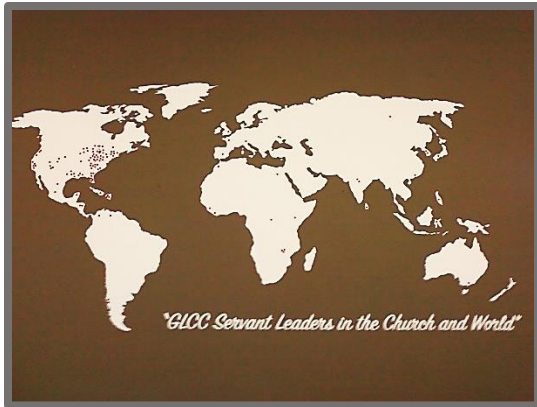
In 1951, the young College purchased a nearby eighty-acre farm and converted it into the first campus. Recognizing the advantages of a more urban location, the Trustees decided to move to the capital city, Lansing, in 1958. The College occupied the Dodge Mansion for fourteen years. In 1970, the College purchased a forty-acre site on the west edge of Lansing, and the first buildings were constructed for use in 1972. Additional land was later added, and facilities have been constructed as needed. In 1992, the College name was changed to Great Lakes Christian College.

In 2003, the College received accreditation with The Higher Learning Commission, a member of the North Central Association of Colleges and Schools. In 2017, the College successfully completed self-study evaluations for re-accreditation with The Higher Learning Commission.

The Doty Center was built in 2007. This facility is designed to accommodate large events and athletic contests. This multi-purpose gymnasium is named after the late Dr. Brant Lee Doty who was a professor, dean, and chancellor of GLCC. This building will continue his legacy of service to students and constituents in the Lansing area and beyond.

The newest construction is the Knowles Learning Center. The first phase (office suite) is completed and efforts toward completing the funding for the second phase (Library) is in process. The Knowles Learning Center will be a facility that provides opportunity for the College to expand the capacity of learning for past, current, and future students.

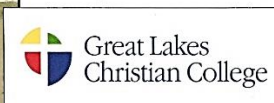




The impact of GLCC is felt far and wide. Our alumni can be found in 40 of the United States and in many foreign countries. The Michigan churches in particular are impacted by our graduates who serve as preachers, youth ministers, music ministers, and Christian education directors. For over 70 years the College continues to be true to her mission of training students to be servant leaders in the church and world.

The CAMPUS, ADMINISTRATION BUILDING, and the DOTY CENTER

Great Lakes Christian College is strategically located west of Lansing, Michigan, the state capital, in Delta Township. The forty-seven-acre campus is at the corner of North Creyts Road and West Willow Highway. Within a short drive is one of the largest Big Ten schools, Michigan State University, with a library of three million volumes. Lansing is also the home of Cooley Law School, Lansing Community College, and Davenport University. Because Lansing is the state capital, there is easy access to the city by way of Amtrak, Capital City Airport, bus terminals, and interstate highways. Delta Township, where GLCC is located, is one of the fastest growing areas in Lansing. A large mall of over 100 stores and other major shopping areas and restaurants are within walking distance of the College and provide opportunities for employment. Yet with all these urban advantages, Great Lakes Christian College is located in a beautiful, residential area that surrounds the spacious forty-seven acre site. Lansing is an hour and a half from Detroit and its major airport and an hour from Grand Rapids, home of several of the major religious book publishers. Indeed, Great Lakes Christian College is strategically located for convenience and affords an opportunity for an excellent education.



6211 W. Willow Hwy.
Lansing, MI 48917
517-321-0242

The main entrance to the campus is at 6211 West Willow Highway. Immediately visible is a large complex, which includes the Ralph R. Woodard Administration Building and Memorial Hall. Woodard Hall houses the chapel, classrooms, and administrative offices. Memorial Hall houses the Louis M. Detro Memorial Library, the cafeteria, faculty offices, student mall, and music facilities, including a rehearsal hall, practice rooms, and classrooms.

Section Two

MISSION

Great Lakes Christian College, an institution of higher education affiliated with Christian Churches/Churches of Christ, seeks to glorify God by preparing students to be servant-leaders in the church and world.

DOCTRINAL STATEMENT

We believe in the full and final inspiration of the Bible to the extent that it is the infallible Word of God and the all-sufficient rule of life, and therefore, serves as our guide in all matters of faith and doctrine.

We believe the world was created by God, and that He breathed the breath of life into man.

We believe Jesus is the Son of God, fully God and fully man, that He was born of a virgin, died as a sacrifice for our sins, bodily rose from the dead, and is now at the right hand of God the Father.

We believe Jesus Christ is the only way to God and that all who believe Jesus is the Son of God are commanded to repent of their sins, confess Jesus as Lord, and be baptized into Him for the forgiveness of sins and to receive the gift of the indwelling presence of the Holy Spirit.

We believe the Lord's Supper represents the body and blood of Jesus Christ, and that Christians portray His death for our sins as they partake. We also believe the church celebrates the resurrection of Christ as it participates in the Lord's Supper each first day of the week, the day on which He arose.

We believe individual Christians are members of the body of Christ, and, therefore, united with all individuals who belong to that body. We further believe that individual believers as well as the body of believers must seek to be Christ-like both in character and in deeds. We also believe it is the responsibility of Christians to witness for the Lord Jesus Christ, seeking to lead people outside the body of Christ into a saving relationship with God through His only begotten son, Jesus.

We believe Jesus will return to take all believers to be with Him for eternity and to judge all who do not obey the gospel of the Lord Jesus Christ.

We believe Jesus Christ is the sole head of the church which is His body, and therefore, the church must submit to the authority of Jesus as expressed through the Word of God.

(This Doctrinal Statement serves to declare the doctrinal position of Great Lakes Christian College and is not intended to be used as a creed for determining anyone's spiritual status.) 2009

PURPOSE STATEMENT

Since our students will be serving primarily in Church-related, congregational contexts, our primary task is to educate men and women to be servant-leaders in preaching and other ministry roles. Secondly, the College educates students to be servant-leaders in careers related to the church (e.g. para-church organizations such as Christian schools) or institutions in the public sector. In both instances, preparing students to be servant-leaders is central to the College's founding character, history, curriculum, and campus ethos.

As a Christian academic community, Great Lakes Christian College integrates Biblical studies into every aspect of its curriculum and community life. The faculty, staff, and administration of Great Lakes Christian College regard the Scriptures as the revealed, inspired, and infallible Word of God. The Scriptures find their place not only in the classroom, but throughout the campus community, especially in student life and service.

What does it mean to be a "servant-leader"? Servanthood is a quality that resides at the very heart of Christian leadership. Regardless of one's career choice, being a servant-leader is the central ideal. Great Lakes Christian College prepares students to be servant-leaders by equipping students with four essential characteristics of a servant-leader:

1. *Maturation of Christian Spirituality*, which requires the formation of Christian character and personal devotion to Christ.
2. *Formation of a Theological Worldview*, which includes intelligence and critical thinking skills, Biblical and theological knowledge, and the ability to integrate faith and the academic discipline of one's profession.
3. *Development of an Awareness of and Respect for Culture*, which requires students to integrate a breadth of knowledge about literature, history, music, science, mathematics and human relations, and understand their relevance to one's faith.
4. *Professional Competency and Skills*, which includes the development of interpersonal relationship skills and personal attributes conducive to one's chosen profession.

While each of these characteristics is addressed differently by each portion of the curriculum (General Education, Bible/Theology, and Professional Studies) or is defined more specifically in relation to each program, these four characteristics help define the very concept of servant-leadership. Hence, students at Great Lakes Christian College can readily say that their intention is to be servant-leaders in the church and world.

Servant-Leaders in the Church

Preparing students to be servant-leaders in the church context is the primary focus of Great Lakes Christian College. While ministry continues to broaden and specialize, Great Lakes Christian College's commitment to training preachers is its primary focus, as it has been since the College's beginning in 1949. The Christian Ministries major, Cross Cultural Ministry major, and the Pastoral Ministry Track of the Accelerated Ministries Program equip students to serve in preaching ministries whether in a local congregation or in an intercultural or international endeavor. In addition to the preaching ministry, Great Lakes Christian College has programs in Christian Education, Family Life Education, Worship Ministry, and Youth Ministry that equip the student to enter other areas of ministry within the church.

Servant-Leaders in the World

Several programs are designed not only to prepare students for service in a church context but also to provide the transition to careers and occupations outside the church context. The Music (Performance Track) major, Psychology/Counseling major, and Interpersonal and Organizational Communication major are designed to prepare students for further studies in a university setting. In addition, the History major and Elementary Education (with Spring Arbor University) enable students to receive a Christian education while preparing to be a witness for Christ in the workplace.

Institutional Goals

1. To provide our students a foundation for Christian faith, thought, and character that is relevant to the challenges and opportunities of the world;
2. To develop in our students a greater awareness of the need for the Gospel in a fallen world and a personal commitment to be bearers of that message;
3. To prepare educated, faithful vocational ministers, able to lead and administer churches and/or Christian institutions throughout the world;
4. To prepare both volunteer and vocational Christian students for leadership and professional roles within the church and world;
5. To instill the restoration principles as espoused by Christian Churches/Churches of Christ in the life, faith, ministry and witness of our students;
6. To assist the churches of our constituency through special events and educational programming.

POLICIES

Great Lakes Christian College, in its endeavor to equip and train men and women for servant-leadership, shall maintain a curriculum in harmony with the Word of God.

The College reserves the right to establish rules and regulations consistent with its expectations in regard to student academic endeavors, social behavior, spiritual development, and ethical responsibilities. The Student Handbook specifically details the rules and regulations.

Attendance at Great Lakes Christian College is considered a privilege. This privilege may be withdrawn if any student fails to cooperate with the rules and regulations of the College, its purposes and ideals, or other students. A dismissed student will not be granted credits for work done during the semester of dismissal, nor will a refund of tuition and fees be made.

Essentially, students are enrolled at Great Lakes Christian College to prepare for servant-leadership. The College expects harmonious progress and learning toward this end.

Great Lakes Christian College reserves the right to modify or eliminate programs that are described in this publication. In the event such an action is taken, students affected will be advised of the options available to

them to complete their degrees. Every reasonable effort will be made to permit students to complete these programs or similar programs.

The College reserves the right to change requirements for enrollment in both programs and courses as necessary. Every reasonable effort will be made to provide alternatives for students affected.

The College reserves the right to make changes in fees, tuition, and housing rates. Every effort will be made to give as much advance notice as possible.

Current students who do not enroll for two consecutive semesters will return under the catalog requirements in force when they are readmitted.

ACCREDITATION, AUTHORIZATION, APPROVALS

Accredited by the

The Higher Learning Commission and a member of the North Central Association
www.ncahigherlearningcommission.org

Authorized by the

United States Department of Homeland Security for enrolling non-immigrant foreign students

Approved by the

United States Office of Student Financial Assistance for offering federal student aid

Approved by the

State of Michigan Department of Education for offering financial assistance from the State of Michigan

Approved by the

Department of Veterans Affairs (as a Military-Friendly school)
www.va.gov

Member of

Evangelical Council for Financial Accountability
(for compliance with the ECFA standards of financial integrity and Christian ethics)

BY-LAWS
of

GREAT LAKES CHRISTIAN COLLEGE

A MICHIGAN NON-PROFIT EDUCATIONAL CORPORATION, with the CORPORATE NAME

GREAT LAKES BIBLE COLLEGE

Article 1 - Location

The principal office of the corporation shall be located in the Township of Delta, County of Eaton, State of Michigan. The corporation may also maintain offices at such other places as the Board of Trustees may from time to time determine.

Article 2 - College Philosophy and Character

Great Lakes Christian College, in its endeavor to equip and train men and women for Christian service, shall proclaim the Bible as the Word of God, and shall accordingly design its courses of study and conduct its activities in harmony with the Bible as its guide. For this purpose, every Trustee, Officer, member of the administration and the faculty, and where possible, every other person employed by the College in any capacity, shall profess belief in the Bible as the Word of God, and shall be a member of the Church of Christ.

Article 3 - Mission and Purpose

3.1 Mission

Great Lakes Christian College, an institution of higher education affiliated with Christian Churches/Churches of Christ, seeks to glorify God by preparing students to be servant-leaders in the church and world.

3.2 Doctrinal Statement

3.2.1 We believe in the full and final inspiration of the Bible to the extent that it is the infallible Word of God and the all-sufficient rule of life, and therefore, serves as our guide in all matters of faith and doctrine.

3.2.2 We believe the world was created by God, and that He breathed the breath of life into man.

3.2.3 We believe Jesus is the Son of God, fully God and fully man, that He was born of a virgin, died as a sacrifice for our sins, bodily rose from the dead, and is now at the right hand of God the Father.

3.2.4 We believe Jesus Christ is the only way to God and that all who believe Jesus is the Son of God are commanded to repent of their sins, confess Jesus as Lord, and be baptized into Him for the forgiveness of sins and to receive the gift of the indwelling presence of the Holy Spirit.

- 3.2.5 We believe the Lord's Supper represents the body and blood of Jesus Christ, and that Christians portray His death for our sins as they partake. We also believe the church celebrates the resurrection of Christ as it participates in the Lord's Supper each first day of the week, the day on which He arose.
- 3.2.6 We believe individual Christians are members of the body of Christ, and, therefore, united with all individuals who belong to that body. We further believe that individual believers as well as the body of believers must seek to be Christ-like both in character and in deeds. We also believe it is the responsibility of Christians to witness for the Lord Jesus Christ, seeking to lead people outside the body of Christ into a saving relationship with God through His only begotten son, Jesus.
- 3.2.7 We believe Jesus will return to take all believers to be with Him for eternity and to judge all who do not obey the gospel of the Lord Jesus Christ.
- 3.2.8 We believe Jesus Christ is the sole head of the church which is His body, and therefore, the church must submit to the authority of Jesus as expressed through the Word of God.

3.3 Purpose

Great Lakes Christian College seeks to develop and provide the following:

- 3.3.1 Baccalaureate degree programs preparing men for the preaching ministry in churches patterned after the New Testament.
- 3.3.2 Baccalaureate degree programs preparing students for servant leadership in churches patterned after the New Testament.
- 3.3.3 Baccalaureate degree programs preparing students for advanced studies in seminaries, theological and other schools.
- 3.3.4 Associate degree programs preparing students for servant-leadership in churches patterned after the New Testament.
- 3.3.5 Cooperative programs with colleges and universities whereby students may pursue dual degrees from Great Lakes Christian College and another institution or a degree from a second institution.
- 3.3.6 Continuing education programs encouraging, motivating, and providing additional training for servant-leaders.

Article 4 - Corporate Organization

- 4.1 The corporation, known as Great Lakes Bible College, shall operate under the assumed name of Great Lakes Christian College.
- 4.2 The corporation is organized on a directorship basis. Reference to "directors" in the Michigan Non-Profit Corporation Act shall mean Trustees of the corporation.

- 4.3 The corporation shall have members.
- 4.3.1 Members shall include churches and individuals which have made financial contributions to the College in the amount of at least \$100.00 in each of the two most recent years, and individuals or couples who have provided for the financial support of the College in estate plans or other investment programs on file with the College.
 - 4.3.2 Members shall be entitled to receive an annual statement of the finances of the corporation.
 - 4.3.3. Members shall be entitled to attend annual meetings of the Board of Trustees provided they give seven (7) days advance notice to the President's Office.
 - 4.3.4 Special meetings of members may be called by the Chairperson or by a petition of 10% of the members.
 - 4.3.5 Members shall receive notice of annual meetings of the Board of Trustees and special meetings of members at least ten (10) days before such meetings.
 - 4.3.6 Members shall not have voting rights.

Article 5 - Board of Trustees
(March 9, 1993; Amended February 6, 1998)
(5.2 Amended January 27, 2012)

- 5.1 The business and affairs of the College shall be managed by its Board of Trustees. The duties of the Trustees shall be as follows:
- 5.1.1 Determine the mission, the doctrinal statement, and institutional goals of the College, and assure that these are fulfilled.
 - 5.1.2 Set policies to be implemented by the officers of the College.
 - 5.1.3 Approve a long-range plan and appropriate organizational objectives.
 - 5.1.4 Employ and evaluate the President.
 - 5.1.5 Ensure that fiscal policies meeting standard financial procedures are established and followed.
 - 5.1.6 Review and amend the Bylaws as necessary in order to meet legal requirements and provide guidelines for the operation of the College.
- 5.2 Number and Qualifications.
- 5.2.1 The Board of Trustees shall have 14 or more members.
 - 5.2.2 All but two (2) members of the Board of Trustees shall profess belief in the Bible as the Word of God, shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws,

and shall be an active member of the Christian Church/Church of Christ or a graduate of Great Lakes Christian College who is an active member of an evangelical Christian Church.

- 5.2.3 Two members of the Board of Trustees, designated as “at-large” members, may serve on the Board of Trustees without meeting the qualifications of 5.2.2. However, such members shall profess belief in the Bible as the Word of God, shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws, and shall be an active member of an evangelical Christian church. At-large members may not vote on amendments affecting Articles 1, 2, and 3 of the By-laws.
- 5.2.4 The elected President of the Alumni Association may serve as an ex-officio member of the Board of Trustees with voting rights. This member shall meet the qualifications stated in 5.2.2 of this section. If not a member of the Christian Church/Church of Christ, shall profess belief in the Bible as the Word of God, shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws, and shall be an active member of an evangelical Christian church. Such member may not vote on amendments affecting Articles 1, 2, and 3 of the By-laws.
- 5.2.5 A senior student selected by the President may serve as a member of the Board of Trustees with voting rights. This member shall meet the qualifications stated in 5.2.2 of this section. If not a member of the Christian Church/Church of Christ, shall profess belief in the Bible as the Word of God, shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws, and shall be an active member of an evangelical Christian church. Such member may not vote on amendments affecting Articles 1, 2, and 3 of the By-laws.

5.3 Term of Office.

- 5.3.1 The term of office of a member of the Board of Trustees shall be four years. The term shall begin on July 1 of the year elected and end on June 30 of the year the term expires. All nominations for Trustees must be made by the Trustee Development Committee. The Trustee Development Committee shall review and approve all candidates prior to submitting their names for Board action.
- 5.3.2 A Trustee may be elected to a shorter term to fill a vacancy on the Board.
- 5.3.3 A Trustee may be elected to two consecutive terms. After two consecutive terms, they may be reelected to an additional term or terms following one year off the Board of Trustees.
- 5.3.4 Trustees may be presented and elected to two-, three-, or four-year terms of office, beginning on July 1, at any meeting of the board. The Trustee Development Committee will determine the length of each member’s term when presented for election.
- 5.3.5 To the extent practicable an equal number of members of the Board shall be elected to full terms in each year.
- 5.3.6 A Trustee shall hold office until the specified end of the term unless the vacancy is created by resignation, death, total disability or removal from office, in which case the vacancy shall be immediate.

5.4 Removal of Trustees.

- 5.4.1 The Board shall have the power to remove any Trustee for just cause, which shall include an act or omission specified in Section 5.5 of these Bylaws. Just cause shall also mean absence from three Board meetings in any year of a term of office, without approval by a majority of the remaining members of the Board.
- 5.4.2 Removal proceedings shall commence by the filing of a complaint specifying a charge or charges against a Trustee. The complaint shall be made in writing and filed with the corporate Secretary, who shall thereupon notify both the complainant and the Board member complained of to appear within a designated reasonable time before the Executive Committee for the purpose of inquiring into the matter. After such inquiry the Committee may, in its discretion, recommend the matter be referred to the Board for further action.
- 5.4.3 If the matter comes before the Board it shall be fully heard, giving opportunity to the person charged to defend against the complaint.
- 5.4.4 After hearing the matter the Board shall decide whether or not to remove the Trustee, and its decision shall be final.

5.5 Liability of Trustees.

- 5.5.1 A Trustee who is a volunteer director, as defined in Act No. 162 of the Michigan Public Acts of 1982, as amended, is not personally liable to the corporation or its members for monetary damages for a breach of the Trustee's fiduciary duty, except that this provision shall not eliminate or limit the liability of a Trustee for any of the following:
 - A. A breach of the Trustee's duty of loyalty to the corporation or its members.
 - B. Acts or omissions not in good faith, or that involve intentional misconduct, or a knowing violation of law.
 - C. A violation of Section 551 (1) of Act No. 162 of the Michigan Public Acts of 1982, as amended.
 - D. A transaction from which the Trustee derived an improper personal benefit.
 - E. An act or omission that is grossly negligent.
 - F. Conviction of a felony.
- 5.5.2 The corporation assumes all liability to any person other than the corporation, or its members, for all acts of omissions of a volunteer director occurring on or after January 1, 1988 incurred in the good faith performance of the volunteer director's duties.

5.6 Authority of Trustees.

- 5.6.1 A Trustee may not bind the Board or the College to any contract without the prior approval of the Executive Committee or the Board of Trustees.
- 5.6.2 A Trustee may not incur any expense on behalf of the College without prior approval of the Executive Committee or the Board of Trustees.

Article 6 - Meetings

6.1 Meetings of the Board of Trustees.

- 6.1.1 Regular meetings. The Board of Trustees shall hold at least three (3) regular meetings per year, including their annual meeting.
- 6.1.2 Annual meeting. Annual meetings shall be held on the last Friday of September each year, at 10 o'clock in the forenoon or at such other day and time as shall be designated in the notice of the meeting.
- 6.1.3 Special meetings. Special meetings of the Board may be called by the Chair, or by ten (10) or more members of the Board, or by the President of the College.
- 6.1.4 Place. Meetings of the Board shall be held at the principal office of the corporation, or at such other place as shall be designated in the notice of meeting.
- 6.1.5 Conduct. Robert's Rules of Order shall be the principal guide for conducting meetings.
- 6.1.6 Quorum. Fifty percent (50%) of the number of Trustees then in office who are present in person at a meeting shall be required to constitute a quorum for the transaction of business.
- 6.1.7 A member of the Board, or of a committee designated by the Board, may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this subsection constitutes presence in person at the meeting.
- 6.1.8 Action required or permitted to be taken pursuant to authorization voted at a meeting of the Board, or a committee thereof, may be taken without a meeting if, before or after the action, all members of the Board or the committee consent thereto in writing. The written consents shall be filed with the minutes of the proceedings of the Board or committee. The consent has the same effect as a vote of the Board or committee for all purposes.

6.2 Notice of Meetings.

- 6.2.1 The corporate Secretary shall cause at least ten (10) days written notice to be given each member of the Board for any meeting of the Board.
- 6.2.2 Notice of special meetings of the Board shall contain matters to come before the meeting. Only such matters may be acted upon at a special meeting.

6.3 Voting.

- 6.3.1 Each Trustee shall be qualified to originate and take part in the discussion of any subject that may properly come before any meeting of the Board, and to vote on such subject, unless the Trustee shall be aware of a possible conflict of interest.
- 6.3.2 A Trustee who perceives a conflict of interest may exist shall make full disclosure thereof to the Board and the Trustee having the conflict of interest shall abstain from voting on any matter related thereto.
- 6.3.3 A Trustee shall be present in person at a meeting in order to vote.
- 6.3.4 Each Trustee shall be entitled to one vote for each matter to be voted upon.
- 6.3.5 Neither cumulative voting nor proxy voting shall be permitted.
- 6.3.6 An affirmative vote of a majority of the Trustees present at a meeting at which a quorum is present shall pass any matter properly before the Board, unless a greater number is required by these Bylaws, the Articles of Incorporation, or the law.

Article 7 - Officers

- 7.1 The corporation shall have a Chairperson, a Vice-Chairperson, a President, a Secretary, and a Treasurer, and may have an Assistant Secretary and an Assistant Treasurer. The Chairperson and Vice-Chairperson shall be members of the Board. The corporation may also have one or more Vice Presidents of the College.
- 7.2 Appointment of Officers.
 - 7.2.1 The Chairperson, Vice-Chairperson, Secretary, Treasurer and other elected officers, if any, shall be elected annually at the spring meeting of the Board of Trustees, following the election of Trustees. These officers shall not serve in the same capacity more than three consecutive years. These terms of office shall begin on July 1 following their election. Officers may be elected to a shorter term at any meeting of the Board to fill vacancies.
 - 7.2.2 The President shall be selected and hired by the Board of Trustees and shall serve until discharged by a majority vote of the Trustees.
 - 7.2.3 Vice Presidents, the Chief Financial Officer, Chief Academic Officer, Chief Development Officer, and the Chief Student Personnel Officer shall be approved by the Trustees prior to their appointment. The President shall receive Board approval prior to the termination of the same said officers. They shall report directly and be responsible to the President who shall assign, supervise, coordinate, and direct their activities.
- 7.3 Duties of Officers.
 - 7.3.1 The Chairperson shall preside at all meetings of the Board and shall represent the Board in matters of policy and corporate affairs.

- 7.3.2 The Vice Chairperson shall assume the responsibilities of the Chairperson in the absence or disability thereof, and shall preside at all meetings of the Executive Committee.
- 7.3.3 The President shall be the chief executive officer of the corporation, and shall have such powers and duties as are vested in the president of a corporation by law or custom, and as may be further determined from time to time by the Board of Trustees. Responsibilities of the President include, but are not limited to:
- A. Providing leadership to the Board and the community in the development of the College mission and programs;
 - B. Supervising the College faculty and all other employees;
 - C. Balancing the College revenues and expenditures, managing its funds and resources, assuring the financial integrity of the College, and reporting the financial condition of the College to the Board, on a regular basis;
 - D. Managing public and private fundraising;
 - E. Managing College facilities;
 - F. Implementing the policies and procedures of the Board;
 - G. Making recommendations to the Board concerning the initial appointment of faculty, and the granting of emeritus status;
 - H. Making recommendations to the Board concerning fees to be charged students;
 - I. Recommending to the Board a management structure for the College and the organization of its academic programs;
 - J. Making recommendations, as necessary, to the Board or to Board committees with regard to matters falling within the authority of the Board.
- 7.3.4 The Vice Presidents shall function as the administrative officers of the College, each one shall have specific responsibilities as directed by the President.
- 7.3.5 The Secretary shall cause notice of all Board meetings to be given, shall maintain records of all Board meetings, shall receive and issue correspondence on behalf of the Board of Trustees, and shall perform such other duties as the Board may prescribe. The Secretary shall attend meetings of the Board of Trustees.
- 7.3.6 The Treasurer shall have oversight of the corporate funds. The Treasurer shall insure that accurate and complete accounts of properties and financial transactions are kept and that financial reports are furnished Board members. The Treasurer may be bonded in such amount as determined by the Board.
- 7.3.7 An elected officer shall hold office for the term for which the officer is elected to until the resignation or removal of the officer.

- 7.3.8 An elected officer may be removed from office by a majority vote of the members of the Executive Committee, or by a majority vote of the Board of Trustees, for any of the reasons enumerated in Subsection 5.5.1 of these Bylaws, which shall be just cause for removal.
- 7.3.9 Any elected officer who is involuntarily removed from service by the Executive Committee shall be entitled to a review hearing before the Board of Trustees upon filing a petition for hearing with the corporate Secretary. The Board shall schedule the hearing within a reasonable time. The petitioner shall be given opportunity to be heard in the matter. The Board may reinstate the Officer if it appears that the termination was due to absence of just cause.
- 7.4.0 In the absence of a President, Trustees shall appoint the person(s) and assign appropriate responsibilities and authority for the continued operation of the College.
- 7.4.1 In the absence of a President, the Vice Presidents, the Chief Financial Officer, Chief Academic Officer, Chief Development Officer, and the Chief Student Personnel Officer may be hired or dismissed by the Executive Committee with prior approval by the Trustees.

Article 8 - Committees

8.1 Executive Committee.

- 8.1.1 There shall be an Executive Committee of the Board of Trustees, which shall consist of the Board Chairperson, the Vice Chairperson, the President, the Secretary, the Treasurer, and such other members as the Chairperson shall appoint.
 - A. The Committee shall have and exercise the powers and authority of the Board of Trustees in the management of the business of the corporation between meetings of the Board. The Committee shall not have power to elect or appoint members of the Board or Officers of the corporation. It shall not have authority to act with respect to matters of major policy or importance beyond the current and ordinary business and affairs of the corporation except as such powers other than the power to elect members of the Board or corporation. Officers may be specifically delegated to it by the Board of Trustees. The Committee may make recommendations to the Board of Trustees with respect to any matter it considers appropriate for Board action, and may advise the Officers of the corporation in any matter on which the Committee shall perform such other duties as may from time to time be delegated to it by the Board of Trustees. All action by the Committee shall be reported orally or in writing to the next meeting of the Board, except as the Board may waive compliance with this requirement.
 - B. The Executive Committee shall meet on the call of the Chair of the Committee at such place and time as the Chair shall appoint, unless a different meeting place or time shall be designated by the Committee. Three days notice shall be given for each meeting of the Committee. The Committee may also meet and take action as specified in Sections 6.1.7 and 6.1.8 of these Bylaws.

- C. A majority of the members of the Executive Committee present in person shall constitute a quorum at all meetings; and the vote of the majority of the members so present shall be the action of the Committee.
 - D. The Executive committee shall annually cause to be prepared and submit to the Board of Trustees a budget showing the projected income and expense for the ensuing year.
- 8.2 Standing Committees and their Chairs shall be appointed annually by the Board Chairperson and the President, who shall be ex-officio members, with vote, of all committees. The Standing Committees and their duties shall be as follows:
- 8.2.1 Finance Committee – Coordinate the financial oversight responsibilities of the Board of Trustees in a manner that facilitates the accomplishment of the mission of the College. This shall include but not be limited to safeguarding the College’s assets, recommending financial policies, presenting an annual budget for approval, and regularly reviewing financial statements.
 - 8.2.2 Academic Committee – Be aware of academic programs to assure that these fulfill the mission of the College and are compatible with its doctrinal statement and objectives. This may include a periodic review of admissions, academic, and graduation policies.
 - 8.2.3 Advancement Committee – Lead the Trustees participation in fund raising and public relations programs which facilitate the accomplishment of the mission of the College. This shall include but not be limited to informing and educating the trustees regarding fund raising programs and resources, and public relations impacting the College.
 - 8.2.4 Student Life Committee – Be aware of student life needs and of programs and activities and assure that all are being addressed in a way that fulfills the mission of the College.
 - 8.2.5 Trustee Development Committee – Work with the President in the development and training of the Trustee Board, including potential and current Trustees. This shall include presenting candidates for nomination to the Board of Trustees at the Winter Trustee meeting, and assuring that these candidates fulfill requirements stated in these Bylaws.
- 8.3 Other Committees: The Board Chairperson and the President may appoint other committees which such power and duties as the Board shall determine.

Article 9 - Administration

- 9.1 President: The President, as chief executive officer of the College, shall report directly to the Board of Trustees except as otherwise circumscribed by these Bylaws. The President shall be responsible for the hiring, annual review and promotion or dismissal of all College personnel. The President shall have authority to grant contracts to executive administrators, and upon recommendation by the Academic Dean, the grant of annual contracts to faculty.

- 9.2 Vice Presidents: Vice Presidents shall report directly and be responsible to the President. The Vice Presidents shall be responsible for the coordination, supervision and direction of those activities assigned by the President.
- 9.3 Other College Officers: The Vice President of Academic Affairs, Vice President of Finance and Operations, Vice President of Institutional Advancement, and Vice President of Enrollment Management shall report directly and be responsible to the President. Each of these officers shall be responsible for the coordination, supervision and direction of those activities assigned by the President.

Article 10 - Faculty

- 10.1 Appointments: New appointments to the faculty will be made by the Board of Trustees upon recommendation by the President after consultation with the Vice President of Academic Affairs and the Academic Affairs Committee. All faculty teaching in the Bible and Practical Ministry areas of instruction shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws and shall be active members of a Church of Christ/Christian Church. All faculty teaching in other areas shall agree and support the Doctrinal Statement as stated in Article 3.2 of the By-laws, and shall be active members of a Church of Christ/Christian Church or shall be an active member of an evangelical Christian church.
- 10.2 Renewals: Annual contracts may be granted to faculty members by the President based upon annual appraisal, review, and recommendation by the Academic Dean.
- 10.3 Status: Those holding faculty status are the Chief Academic Officer, Academic Dean, full-time employees teaching part-time, Librarian and Registrar.
- 10.4 Oversight: Faculty shall be under the oversight of the Academic Dean.
- 10.5 Meetings: The Faculty shall meet at least monthly during those months in which classes are in session for the purpose of conducting faculty business and pursuing faculty development. Minutes of these meetings shall be recorded and kept in the College's central file.
- 10.6 Responsibilities: The Faculty shall work with the Academic Dean in establishing academic policies, determining the requirements for admission and graduation, and developing the curriculum. These shall be compatible with the College's mission statement, doctrinal statement, and objectives as established by the Trustees.

Article 11 - Contracts and Expenditures

The Board of Trustees from time to time determines by resolution the Officer or Officers authorized to execute contracts on behalf of the Corporation. The Board shall also determine by resolution the purpose, and the limit of authority, and the Officers who shall expend Corporation funds on behalf of the Corporation.

Article 12 - Indemnity

A person who was or is a party, or threatened to be made a party, to any pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal, other than an action by or in the right of the Corporation, by reason of the fact that the person is or was a Trustee,

Officer, employee or agent of the corporation, or is or was serving at the request of the Corporation, shall be indemnified against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement, actually and reasonably incurred by the person in connection with the action, suit or proceeding, if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, if the person had no reasonable cause to believe that conduct was unlawful. An indemnification, unless ordered by a Court, shall be made by the corporation only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because the person has met the applicable standard of conduct set forth above.

Article 13 - Fiscal Year

The fiscal year of the Corporation shall be July 1 through June 30.

Article 14 - Amendment

Bylaws of the Corporation may be amended, revised or repealed, in whole or in part at any meeting of the Board of Trustees by a majority vote of the Trustees then in office, provided notice of the proposed action accompanied by a full written text of the changes has been furnished each Trustee at least ten (10) days in advance of the meeting.

Adopted and Effective: 12/31/1991

6.1.1 Amended: 9/22/1995

3.1 Amended: 2/2/1996

2.0; 3.2; 4.3.1; 4.3.3; 4.3.5; 5.1; 5.1.1; 5.1.2; 5.1.3; 5.1.4; 5.1.5; 5.1.6; 5.3.1; 6.1.6; 6.3.6; 7.2.1; 7.2.3; 7.3.1; 7.3.2; 7.4; 7.4.1; 8.1; 8.2; 8.2.1; 8.2.2; 8.2.3; 8.2.4; 8.2.5; 8.3; 9.1; 9.2; 9.3; 10.1; 10.2; 10.3; 10.4 10.5; 10.6 Amended: 2/6/1998

3.1 Amended: 4/29/2000

5.2 Amended: 1/27/2012

5.3.4, 6.1.2, 8.2.5 Amended 5/19/2017

3.3.6 deleted, 3.3.7 renumbered to 3.3.6; 9.3 to reflect current titles
Amended 1/22/2021

5.22, 5.33, 5.34, 10.1 Amended 4/28/2023

ARTICLES of INCORPORATION (Non-Profit Corporation)

The Articles of Incorporation are signed and acknowledged by the Incorporators for the purpose of forming a non-profit corporation under the provisions of Act No. 327 of the Public Acts of 1981, as amended, as follows:

ARTICLE I ¹

The name of the Corporation is Great Lakes Bible College.

ARTICLE II (Amended 10/29/1997)

The purposes for which the Corporation is formed are as follows: to sponsor a Church of Christ (undenominational) institution known as Great Lakes Bible College which shall provide Bible-oriented systematic training for:

1. A growing and informed Christian faith expressing itself in genuine commitment to Christ and His Church.
2. A disciplined, informed and inquiring mind, marked by the ability to think clearly and to integrate various branches of learning into the totality of knowledge.
3. An ability to communicate ideas effectively.
4. A desire for lifetime growth in the realm of both the mind and spirit.
5. Physical and emotional health.
6. A genuine concern and sense of responsibility for democratic and social values in the community.
7. An awareness of the need of every individual for a personal acceptance of Jesus Christ as a personal Savior.
8. A keen sense of personal mission in fulfilling God's will in life.

To offer a four-year course of study, which shall provide a program of majors (equivalent of at least 45 quarter hours) and minors (equivalent of at least 30 quarter hours each) in Bible Literature and general education as approved by the Board of Trustees leading to a Bachelor of Religious Education degree.

To grant a Bachelor of Science degree which shall provide a major of at least 30 semester hours or equivalent term hours and two minors of at least 15 semester hours or equivalent term hours to students who successfully complete a minimum of 128 semester hour course of study.

To offer an Associate of Religious Education Degree to those individuals who complete at least 60 semester hours, or equivalent term hours, of which said 60 semester hours at least 15 semester hours will be liberal arts in nature.

To grant an Associate of Arts Degree to students who successfully complete a course of study consisting of at least 60 semester hours or equivalent term hours with said course of study to contain at least 50% of the subject matter area to be liberal arts.

¹ April 29, 1992 Certification was granted by the State of Michigan for the College to operate under the assumed name of Great Lakes Christian College.

To award certificates to individuals completing a minimum of 30 semester hours or equivalent term hours in various fields of religious endeavor, such as Christian service, church management and allied studies.

To offer such other courses of study as are approved by the Michigan Department of Education as the Board of Trustees may from time to time adopt.

ARTICLE III

Location of the first registered office is 106 E. North Street, Lansing, Michigan 48906. Post office address of the first registered office is PO Box 5365, Lansing 48906.

ARTICLE IV

The name of the first resident agent is John P. Hasty.

ARTICLE V

(A)

Said Corporation is organized upon a non-stock Basis.

(B)

The amount of assets which said Corporation possesses is:

Real Property	285,000.00
Personal Property	15,000.00

(C)

Said Corporation is to be financed under the following general plan:

1. By payment of student fees, tuition, assessments and dues.
2. By gifts and contributions from individuals, supporting churches and others.
3. By bequests and legacies.
4. By annuities and endowments.
5. By membership fees.

ARTICLE VI

The names and places of residence or business of each of the incorporators are as follows:

<u>Name</u>	<u>Residence</u>	<u>Business Address</u>
Dr. Elwyn Miller	2326 Hulett Street, Okemos, MI	48864
Mr. Paul Perry	2035 Cascade Drive, Jackson, MI	49203
Mr. W. Robert Palmer	2951 Quincy Lane, Lansing, MI	48910

ARTICLE VII

The names and addresses of the first Board of Trustees are as follows:

Thomas J. Fox	128000 Hazelton, Detroit, MI	48223	
Orin C. Huffman	1632 Shubel, Lansing, MI	48910	
Lawrence Murray	Imperial Mobile Home Village, Lot 22	817 N. Clinton, Grand Ledge, MI	48837
Raymond Fuller	2249 Shawnee, SE, Grand Rapids, MI	49506	

Kermit Hatfield	2524 Antietam, Ann Arbor, MI 48105
Ernest Schafer	2357 Georgetown, Toledo, OH 43613
Elwyn Miller	2326 Hulett Street, Okemos, MI 48864
Paul Perry	2035 Cascade Drive, Jackson, MI 49203
Deryl Sprunger	1960 NE 34 Street, Pompano Beach, FL 33064
Wilmer Ballou	825 S. 30th Street, South Bend, IN 46615
Henry McAdams	426 Butternut Street, St. Louis, MI 48880
Richard Walkden	1010 Rynerarson Rd., Buchanan, MI 49107
Merle McDonald	16 Capri Road, Defiance, OH 43512
W. Robert Palmer	2951 Quincy Lane, Lansing, MI 48910
Alfred F. Swanson	202 Superior Street, Michigan City, IN 46360

ARTICLE VIII

The term of the corporate existence is perpetual.

ARTICLE IX

(Amended 10/29/1997)

The property and lawful business of the corporation shall be held and managed by a Board of not less than fourteen Trustees. The Board of Trustees shall be responsible for the control and management of the affairs, property and interests of Corporation and may exercise all powers of the Corporation.

ARTICLE X

(Revised 4/24/2020)

Upon dissolution, after payment of all just debts and obligations of the Corporation, the assets shall be transferred to The Solomon Foundation of Parker, Colorado.

ARTICLE XI

(Approved 11/18/88, revised 6/11/91, amended 4/27/2012)

Volunteer members of the Board of Directors and volunteer Officers shall not be personally liable to the Corporation or its members for monetary damages for a breach of the director's or officer's fiduciary duty. However, this provision shall not be construed to limit the liability of a director or officer for any of the following:

- A. A breach of the director's or officer's duty of loyalty the Corporation or its members.
- B. Acts of omissions not in good faith or that involve intentional misconduct or a knowing violation of law.
- C. A violation of Section 551(1) of the Michigan Nonprofit Corporation Act (The Act), P.A. 1982, No. 162, as amended, (Section 450.2551 of the Michigan Compiled laws) which defines certain actions prohibited to nonprofit corporations.
- D. An act or omission occurring before the effective date of this Article.
- E. A transaction from which the director or officer derived an improper personal benefit.

F. An act or omission that is grossly negligent.

The Corporation assumes the liability for all acts or omissions of a volunteer director, volunteer officer, or other volunteer occurring on or after the effective date of this provision if all of the following are met:

- i. The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority.
- ii. The volunteer was acting in good faith.
- iii. The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct.
- iv. The volunteer's conduct was not an intentional tort.
- v. The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the insurance code of 1956, Act No. 218 of the Public Acts of 1956, being section 500.3135 of the Michigan Compiled Laws.

For purposes of this Article, "volunteer director," "volunteer officer," or "other volunteer" shall have the same meaning as set forth in the Act, as amended from time to time. A "volunteer director" referred to in this Article means a member of the Board of Trustees of the Corporation.

In the event the Act is amended after the filing of these Articles of Incorporation to authorize corporate action further eliminating or limiting the personal liability of volunteer directors, volunteer officers, or other volunteers then the liability of a director, officer, or other volunteer of the Corporation shall be eliminated or limited to the fullest extent permitted by the Act as so amended.

Any repeal, modification, or adoption of any provision in these Articles of Incorporation inconsistent with this Article shall not adversely affect any right, protection, or immunity of a director, officer, or other volunteer of the Corporation existing under this Article at the time of such repeal, modification or adoption.

This amendment of Article XI is intended to continue, restate, and to expand upon the provision so Article XI filed on September 9, 1991, with the Michigan Department of Commerce (now the Department of Licensing and Regulatory Affairs), to incorporate subsequent amendatory provisions in the Act.

ARTICLE XII

The Corporation is organized on a directorship basis.

We, the Incorporators, sign our names this 8th day of February, 1972.

ARTICLE XIII (Approved 4/25/2003)

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one of more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent tax laws.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, or officer of the organization, or any private individual (except the reasonable compensation may be paid for services rendered to or for the organization); and no member, trustee, director, or officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h)) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates for public office.

Section Three

The Work of the Non-Profit Board

Board of Trustees Operations . . . Planning . . . Resource Development
Oversight . . . Ambassadorship

Duties of a Nonprofit Board Member

There are three widely recognized duties demanded of nonprofit Board Members that should be upheld when engaging in board responsibilities. The duties are usually set forth in state law and generally constitute the scope of individual liability for a Board Member. They are:

DUTY of CARE: The duty of care is often defined as “the amount of care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” In everyday terms, this means that a Board Member must exercise reasonable care when he or she makes a decision for the nonprofit.

In order to meet the reasonable care standard, Board Members must take an active and informed role in decision-making. They should be sure to attend board meetings on a regular basis, and be actively involved in those meetings.

DUTY of LOYALTY: All Board Members owe a duty of loyalty to Great Lakes Christian College. The duty of loyalty requires a Board Member to keep the best interests of the College in mind at all times when making decisions on the behalf of the College. A Board Member must never put personal priorities or opportunities ahead of the College’s interests. To comply with the duty of loyalty, Board Members must be sure that they are acting with the College’s interests in mind, not their own.

DUTY of OBEDIENCE: The duty of obedience requires Board Members to be faithful to the College’s mission. Their actions must be consistent with the College’s Mission Statement, Articles of Incorporation, Bylaws, and tax exemption documentation. The College’s central goals must guide all Board decisions. In addition, Board Members must also comply with all applicable laws and regulations.

A FOURTH DUTY is referenced in nonprofit literature. The *duty of confidentiality* requires that individual Board Members keep all board discussions and decisions confident until, if ever, the board determines it appropriate for the information to leave the boardroom. Nonprofits subject to state Open Meeting Act provisions may be required to disclose board meeting activity (legal counsel can assist in determining applicability).

[Adapted from “What are the Legal Duties of a Nonprofit’s Board of Directors?” *MNA Links* Volume 4, Number 9, November 2003.]

BOARD and STAFF RELATIONS

“The work of the executive and the board does not divide neatly into policy-making versus execution of policy.” – Peter F. Drucker

As Drucker suggests, a Board of Trustees sometimes finds it difficult to easily distinguish their role as overseers of the College from the role of staff members. Serving as a member of the Board does not require one to become involved in every aspect of the College’s operations.

Board Members become over-involved in managerial matters because...*

- They are committed to the College’s mission and they believe the daily work of the College is a part of that commitment.
- Administrative matters are more tangible and easier to define than policy matters.
- The Board Chair allows board discussion to wander into operational matters.
- The Board lacks confidence or trust in the judgment and ability of the staff.

Staff invite interference when...*

- Administrative matters are raised at board meetings.
- Indecisiveness and an unwillingness to take responsibility create a managerial vacuum.
- Too little information is shared with the Board to satisfy questions.

Below are some general guidelines for determining “who does what” for a College in the “Governing Board” state:

The Board Should be “Hands-on”

- Set the board’s work plan and agenda for the year and for each meeting
- Determine board training and development needs
- Attend to discipline in board attendance, following bylaws and other self-imposed rules
- Become experts in governance
- Establish the limits of the Executive Director’s authority to budget, administer finances and compensation, establish programs, and otherwise manage the College

The Board Should Keep “Hands off”

- Establish services, programs, curricula, or budgets
- Approve the Executive Director’s personnel, program, and budgetary plans
- Determine staff development needs, terminations, or promotions (except for the Executive Director)
- Design staff jobs or instruct any staff member subordinate to the Executive Director (except when the Executive Director has assigned a staff member to some board function)
- Decide on staffing requirements
- Render any judgments or assessments of staff activity where no previous board expectations have been stated

Board Roles and Responsibilities

There are many sources for lists of nonprofit board roles and responsibilities. Following is a compilation for your review:

1. Recruit and orient new Board Members and assess board performance.
2. Determine that College's mission and purpose.
3. Select the President.
4. Support the President and assess performance.
5. Ensure effective College planning and organization.
6. Ensure adequate resources.
7. Manage resources effectively.
8. Determine, monitor and strengthen programs and services.
9. Enhance the College's public standing.
10. Ensure legal and ethical integrity and maintain accountability.

[Adapted from BoardSource.com and the *On Board Handbook: A Resource Guide for Board Members*.
California: United Way of Tulare County, 2000]

JOB SUMMARY, RESPONSIBILITIES, QUALITIES, QUALIFICATIONS and GENERAL CRITERIA for SELECTION of BOARD MEMBERS

Job Summary

The Board of Trustees is responsible for the entire College as it relates to the oversight of properties, personnel and programs. As a corporate body, it lends leadership, gives oversight and functions as a responsible steward of the College.

Responsibilities

1. Board members work with the President in providing spiritual leadership for the College and agree to pray for the College on a regular basis.
2. A Board member is a committed volunteer to the College and is willing to make a generous investment of personal time, talents and treasure.
3. Each member agrees with the mission statement of the College and is involved in short and long range planning that will assist the College in implementing its goals.
4. The Board will be involved in setting and implementing all major policy decisions.
5. The Board will assist the President in major staffing decisions.
6. Board members will provide quality leadership in the specific areas of the College in which they are asked to serve in a committee structure. They should also be leaders in their churches, businesses, corporations and civic groups.
7. Members of the Board will assist the President and staff in an endeavor to help the ministry present a positive public image.
8. Each Board member will contribute financially on a regular basis and encourage others to do so on a regular basis as well.
9. Board members will fulfill all other responsibilities as defined in the By-laws.

Qualities & Qualifications of Board Members

1. A Christian associated with a fellowship in their region, who has a clear understanding and appreciation of the Spiritual dimension and goals of the organization;
2. A community-minded person who has the ability to network other relationships as they relate to their personal friends, local church, area businesses, corporations and foundations;
3. A stable person who is a team player;
4. A tough-minded manager who can relate to all types of corporate decisions;
5. Who ought to possess some freedom in their own professional and personal time schedule.
(This description is not meant to be exhaustive or exclusive, but to provide a general framework to assist Board members in providing leadership for the ongoing ministry of the College.)

General Criteria for Selection of Board Members

- Exhibits positive Christian attitude and witness and is active in a local church;
- Willing to accept and promote the mission, goals and objectives of the organization;
- Possesses professional expertise and influence needed by the organization and/or represents one or more constituencies needed to provide balance to the Board's membership;

- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees;
- Willing to make a personal financial contribution at a level that demonstrates leadership, setting a standard for others and is willing to ask others to give;
- Able and willing to serve effectively as a public representative of the organization in the community; and
- Able and willing to involve others in the work of the organization.

Role of the Board of Trustees

1.	Time	→	Talent	→	Treasure
2.	Presence	→	Affluence	→	Influence
3.	Policy	→	Procedure	→	Personnel
4.	Wisdom	→	Work	→	Wealth

- Hire and supervise the CEO;
- Hold true to the corporate mission;
- Hold true to the corporate finances.

Development Plan, Summary of Board Responsibilities & Organization

OVERVIEW

The Board of Trustees will be the single most important group in determining the degree to which the organization succeeds in achieving its mission and purpose. It is vested with the responsibility for overseeing the management and direction of the College. It is responsible for planning and goal setting, for financial stability and development, and for evaluating and monitoring the ongoing work of the College, as well as the enthusiastic endorsement of the work of the College.

EIGHT MAJOR RESPONSIBILITIES of the BOARD of TRUSTEES

1. *See that the College Achieves its Stated Purposes and Objectives.*

This is the most important task the Board faces. The remaining seven fundamental responsibilities all support this one.

2. *Establish Policies, Set Goals and Make Plans.*

As a primary function, the Board of Trustees determines the organizational policy. In addition, the Board will be called upon to set organizational goals and approve most of the College’s plans, and members of the Board will likely have an active role in developing and carrying out many of the plans.

3. *Hire and Evaluate the Performance of the President.*

The Board is responsible for employing and evaluating the President's performance and progress toward achieving stated goals and objectives.

3. *Raise the Funds Required.*

The Board has the responsibility to see that the College has enough money to achieve its purpose. While the people who are expected to do fund raising may vary among non-profits organizations – depending upon funding sources and the talents available among volunteers and staff – the governing board of every non-profit organization must provide the primary leadership in raising the necessary funds.

5. *Manage the Use of Funds.*

Once the required funds are in hand – whether for operating, capital or endowment purposes – it is the responsibility of the Board to ensure that these funds are prudently and properly managed.

6. *Appoint Committees.*

This responsibility is more important than it may sound. A well-planned committee structure is essential to an effective Board. Appointments are usually initiated by the Board Chairman, in cooperation with the President of the College, with the approval of the full Board.

7. *Develop Leadership.*

The quality of the Board will fundamentally determine the quality and effectiveness of the organization's programs and services. Therefore, the Board must have an active, ongoing, year-round leadership development program to guarantee that the College will not come up short when the Board needs new members.

8. *Represent the College in the Community.*

The reputation and image of the College is often heavily weighted by the number and quality of people who serve on the Board, the quality of professional management, and the quality and visibility of the College's program throughout the community. Service on the Board also means serving as a "goodwill ambassador" by telling people throughout the community about the work of the College.

The Board of Trustees in a Non-Profit Organization

Management of a non-profit institution is a partnership between the Board and the professional staff. A non-profit Board needs to know that it owns the organization, not for its own sake as a Board—but for the sake of the mission which that organization is to perform. They own it because they care.

Functions of a Dynamic Board

Board Members are Governors

As policy makers and Trustees—they govern the organization.

Board Members are Ambassadors

They interpret the mission of the organization; defend it under pressure; and represent it to their constituencies and communities.

Board Members are Consultants

Board members have some professional skills that would be expensive if you had to buy them. They are a source of counsel to address questions.

Board Members are Sponsors

Board members have an active role in giving money and raising money for the organization. They should give proportionate to their means and their giving should reflect a high priority to the organization.

A Biblical Perspective of Fundraising

God is the Owner of All: all resources; all talents; the medium of time.

Genesis 1: 1	<i>"In the beginning God created the heavens and the earth."</i>
1 Chr. 29: 14	<i>"But who am I, and who are my people that we should be able to give as generously as this?"</i>
Luke 14: 33	<i>"In the same way, any of you who does not give up everything he has cannot be my disciple."</i>

People are stewards:

God created man what purpose? God expects us to manage according to His Will. We are accountable for what we do.

Gen. 1: 26 – 28	<i>²⁶Then God said, "Let Us make man in Our image, according to Our likeness; and let them rule over the fish of the sea and over the birds of the sky and over the cattle and over all the earth, and over every creeping thing that creeps on the earth." ²⁷God created man in His own image, in the image of God He created him; male and female He created them. ²⁸God blessed them; and God said to them, "Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky and over every living thing that moves on the earth."</i>
Luke 15: 11 – 31 Luke 19: 5-9	Parable of the Prodigal Son <i>⁵When Jesus came to the place, He looked up and said to him, "Zaccheus, hurry and come down, for today I must stay at your house." ⁶And he hurried</i>

and came down and received Him gladly. ⁷When they saw it, they all began to grumble, saying, "He has gone to be the guest of a man who is a sinner."⁸Zaccheus stopped and said to the Lord, "Behold, Lord, half of my possessions I will give to the poor, and if I have defrauded anyone of anything, I will give back four times as much."⁹And Jesus said to him, "Today salvation has come to this house, because he, too, is a son of Abraham.

Luke 19: 12-26

Parable of the Pounds

We have responsibility to disciple others in their stewardship:

Moral decisions, good works, generous giving.

1 Tim. 6: 17-19

¹⁷Instruct those who are rich in this present world not to be conceited or to fix their hope on the uncertainty of riches, but on God, who richly supplies us with all things to enjoy. ¹⁸Instruct them to do good, to be rich in good works, to be generous and ready to share, ¹⁹storing up for themselves the treasure of a good foundation for the future, so that they may take hold of that which is life indeed.

Matt. 28: 18-20

¹⁸And Jesus came up and spoke to them, saying, "All authority has been given to Me in heaven and on earth. ¹⁹"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, ²⁰teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age."

We are to help others become disciples and stewards:

Principles we have learned; identify reliable others; motivate them to teach others.

2 Tim. 2:2

²The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also.

Fundraising is an art, not a science.

It does not involve money; it involves people.

It is not manipulation, it is motivation.

It is not gift grabbing, rather priority setting.

For us, it is spiritual; therefore, we must use Biblical methods as applied to today's culture.

Some may feel stewardship is just a term to help us raise money.

Actually stewardship is God's way of raising Christians.

All fundraising is the management of relationships.

(from a Timothy Group resource.)

Conflicts of Interest Policy

Reason for Statement

The College, as a ministry initiated and sustained by God, has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest. This duty is underscored by Standard #6 of the Evangelical Council for Financial Accountability (ECFA).

As a nonprofit, tax-exempt entity, the organization depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS and state corporate and tax officials view the operations of the organization as a public trust, accountable to both governmental authorities and members of the public.

Between the College and its Board, officers, and management employees, there exists a fiduciary duty which carries with it a broad and unbending duty of loyalty. The Board, officers, and management employees have the responsibility to administer the affairs of the organization honestly and prudently, and to exercise their best care, skill and judgment for the sole benefit of the organization. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the organization or knowledge gained therefore for their personal benefit. The interests of the organization must have the first priority, and all purchases of goods and services must be affected on a basis that secures for the organization full competitive advantages as to product, service and price.

Persons Concerned

This statement is directed to Trustees and officers, and those employees who can influence the actions of the organization or its Board or make commitments on their behalf. For example, this would include all who make purchasing decisions, and all other persons who might be described as "management personnel," and all who have proprietary information concerning the organization.

Areas in Which Conflicts May Arise

Conflicts of interest may arise in the relations of Trustees, officers, and management employees with any of the following third parties:

- 3.1 Persons or entities supplying goods and services to the organization.
- 3.2 Persons or entities from whom the organization leases property and equipment.
- 3.3 Persons or entities with whom the organization is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- 3.4 Persons or entities paying honoraria or royalties for products or for services delivered by the organization for its agents or employees.
- 3.5 Other ministries or nonprofit organizations.
- 3.6 Donors and others supporting the organization.
- 3.7 Stations or programmers carrying the organization's programming.
- 3.8 Agencies, organizations and associations that affect the operations of the organization.

Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, between any person or entity mentioned in Section 3, and a Trustee, officer or management employee, which might affect, *or might reasonably be thought by others to affect*, the judgment or conduct of a Trustee, officer or management employee of the organization. Such an interest might arise through:

- 4.1 Owning stock or holding debt or other proprietary interests in any third party dealing with the organization.
- 4.2 Holding office, serving on the Board, participating in management or being otherwise employed (or formerly employed) in any third party dealing with the organization.
- 4.3 Receiving remuneration for services with respect to individual transactions involving the organization.
- 4.4 Using the organization's personnel, equipment, supplies or goodwill for other than organization-approved activities, programs and purposes.
- 4.5 Receiving personal gifts or loans from third parties dealing with the organizations. (Receipt of any gift is disapproved except gifts of nominal value which could not be refused without discourtesy. No personal gift of money should ever be accepted.)
- 4.6 Obtaining interest in real estate, securities or other property that the organization might consider buying or leasing.
- 4.7 Expending staff time during the normal business hours for personal affairs or for other organizations, civic or otherwise, to the detriment of work performance for the organization.

Indirect Interests

As noted above, conflicting interests may be indirect. A Trustee, officer or management employee will be considered to have an indirect interest in another entity or transaction if any of the following have an interest:

- 5.1 A family member of a Trustee, officer or management employee. (Family member is defined for these purposes as all persons related by blood or marriage.)
- 5.2 An estate or trust of which the Trustee, officer or management employee or member of his family is a beneficiary, personal representative, or trustee.
- 5.3 A company of which a member of the family of the Trustee, officer or management employee is an officer, director or employee, or in which he has ownership or other proprietary interests.

Interpretation of This Statement of Policy

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Trustees, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the organization. *However, it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated.* It shall be

the continuing responsibility of Trustees, officers and management employees to scrutinize their transactions outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made to the President who shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair and reasonable as to the organization. The decisions of the President on these matters will rest in his sole discretion, and his first concern must be the welfare of the organization and the advancement of its purposes.

Disclosure should be made to the Chairman of the Board if the President or any Trustee has the conflict. The Board shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair and reasonable as to the organization. The decisions of the Board on these matters will rest in their sole discretion, and their first concern must be the welfare of the organization and the advancement of its purposes.

16 Tips for Conducting an Orderly Meeting

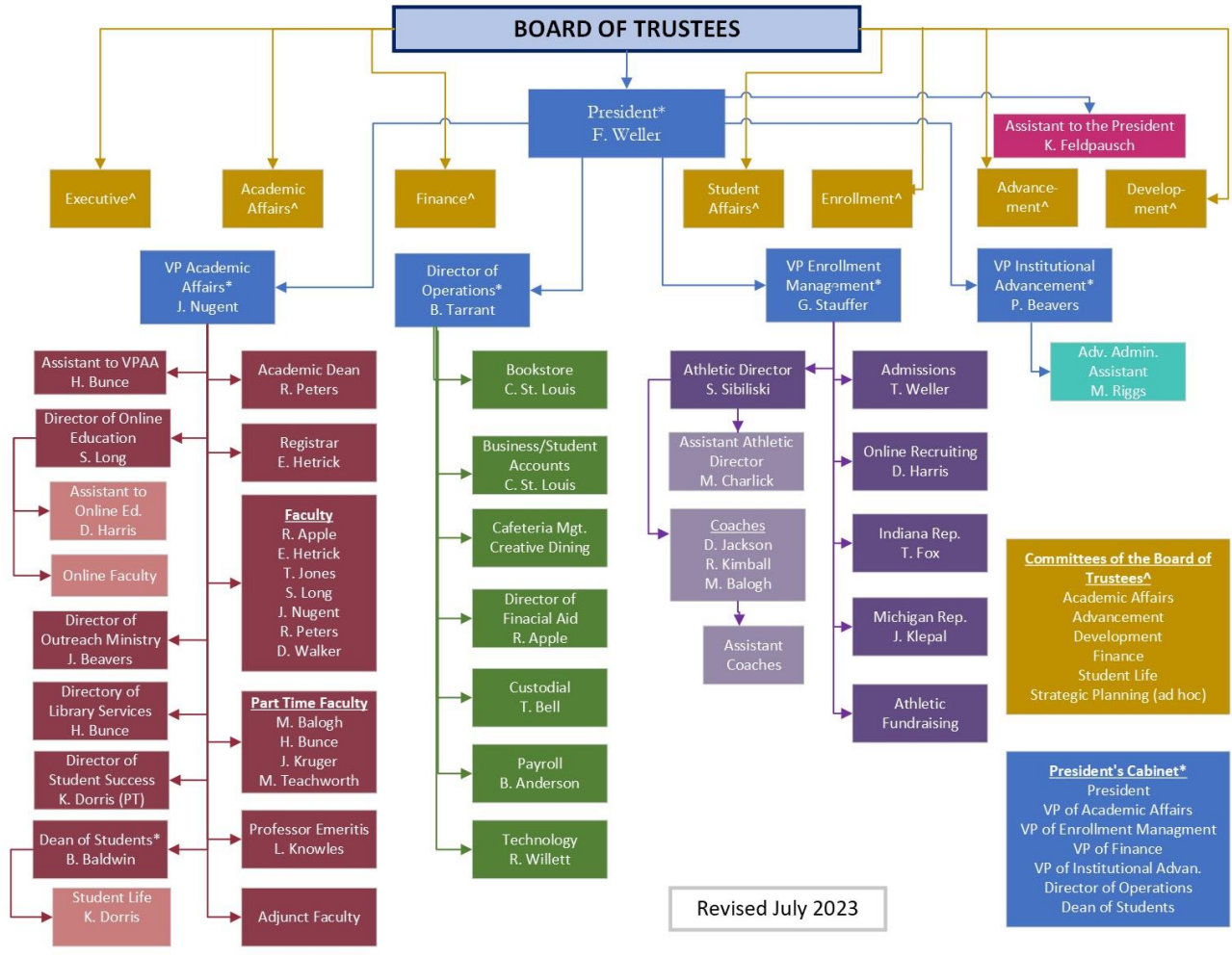
(from a Timothy Group resource)

- Call for a motion so the group can have a discussion around a certain point.
- Motions can be amended by: inserting, adding, striking out, or substituting words.
- A motion can have only two amendments and the secondary one must apply to the primary amendment.
- Chair should restate the motion and its amendments.
- Discussion comes after a “second” and before a vote.
- The chair may sense when the group is through discussing and ask “Are you ready for the question?” (“Are you ready to vote?”)
- When a motion is postponed or committed to committee, specify in the motion “until when” and “what committee”.
- A motion that is postponed indefinitely is dead until at least the next meeting.
- Chair can limit debate by a general consent, “If no one objects, we will limit debate to five more minutes.” If there are objections, a 2/3 vote is needed.
- A call for the “previous question” may refer to the last motion as stated by the chair, or to all the motions on the floor at the same time.
- A motion can be taken “from this table” during the same meeting if another piece of business intervenes.
- If a motion remains tabled after the next meeting, the motion is dead.
- A motion to recess the meeting for a specific amount of time is not debatable and is a good way to cool a heavy debate or to caucus to decide your next move.
- A motion to reconsider a matter can only be presented by someone who voted on the prevailing side.
- The chair should always announce the result of the vote and the effect of the decision: “The ayes have it. The President is instructed to pay the heating bill.”
- Some rules of debate:
 - Debate is confined to the pending motion;
 - The member who made the motion may start the debate;
 - A member must be recognized by the chair in order to debate;
 - All discussion and remarks should be directed to the chair;
 - No one should be allowed to speak a second time on a subject until everyone who wants to speak has done so;
 - If the motion is not debatable, the chair may still ask for explanations;

- The maker of a motion may vote against it but may not speak against it.

Section Four

ORGANIZATIONAL STRUCTURE



Revised July 2023

ADMINISTRATIVE JOB DESCRIPTIONS

PRESIDENT

General Description:

The President shall be the chief executive officer of the corporation and shall have such powers and duties as are vested in the president of a corporation by law or custom, and as many be further determined from time to time by the Board of Trustees.

Reports to:

The President, as chief executive officer of the corporation, shall report directly to the Board of Trustees and to the Executive Committee.

Authority:

The President shall have the authority to:

- a. Perform the duties normally vested in the president as the chief executive officer of a corporation;
- b. Confer certificates and degrees as approved by the Board of Trustees.

Specific Duties:

1. In relationship to the Board of Trustees:
 - a. Provide leadership to the Board in development of the College mission and programs;
 - b. Recommend to the Board a management structure for the College and the organization of its academic programs;
 - c. Make recommendations, as necessary, to the Board of Board members with regard to matters falling within the authority of the Board;
 - d. Oversee the preparation of an annual budget for the operation of the College and present this budget to the Board for approval. Report the financial condition of the College to the Board on a regular basis;
 - e. The President may, conjointly with the Board Chairperson, appoint standing or temporary committees in addition to those specified in the Bylaws. The powers and duties of such committees shall be determined by the Board;
 - f. In cooperation with the Board Chairperson, prepare an agenda for each regular meeting of the Board;
 - g. Make recommendations to the Board concerning the initial appointment of faculty, and the granting of emeritus status.
2. In relationship to the general operation of the College:
 - a. Implement policies and procedures of the Board;
 - b. Supervise the development and ongoing implementation of a long-range plan for the entire College;

- c. Establish and execute procedures that will facilitate informed decision making, consistent management practices, and the attainment of institutional goals;
 - d. Oversee the development and maintenance of academic programs, student life, personnel, funding, and faculties in order to promote and accomplish the College's mission;
 - e. Guide the College in compliance with all applicable criteria of the accrediting associations in which it holds membership, as well as all legal requirements imposed by state and federal regulatory agencies;
 - f. Manage the College revenues, expenditures, designated funds, and other resources in such a way as to maintain the financial integrity of the College;
 - g. Oversee the use of College facilities;
 - h. Appoint all standing committees of the faculty and staff and serve as an ex officio member on all such committees. Approval of all personnel appointed to temporary committees or task forces;
 - i. As the agent of the College, sign contracts, legal documents, and other such official records as required by governmental bodies, accrediting agencies, and standard business practices.
3. In relationship to College personnel:
- a. The President shall be responsible for the hiring, annual review, and promotion of all College personnel;
 - b. He shall serve as the official channel of communication between the Board of Trustees and the faculty, administration, staff, and students;
 - c. He shall oversee the supervision of all employees;
 - d. The President shall have authority to grant contracts to executive administrators and department directors;
 - e. After consultation with the Academic Dean, the President may grant annual contracts to the faculty.
4. In relationship to external constituents:
- a. Serve as the College's official and primary spokesperson among its constituents in order to assure a clear understanding of the College, its mission, its programs, and its status;
 - b. Assume responsibility for building relationships with churches, alumni, donors, academic community, and other constituencies of the College;
 - c. Oversee public and private funding.

VICE PRESIDENT of ACADEMIC AFFAIRS

The Position

The Vice President of Academic Affairs reports to the President, overseeing and managing the Academic functions and personnel of the institution, including programs, faculty, and curriculum, in a way that is consistent with the mission and objectives of the College

Duties

1. As Faculty Supervisor:

- Lead faculty meetings.
- Recruit new faculty both permanent and adjunct.
- Appoint faculty to teaching assignments.
- Oversee the development and coordination of the class schedule.
- Conduct annual reviews of each faculty member.
- Administrate assessment of academic programs.
- Serve as an ex-officio member of all faculty committees.
- Maintain credential files for past and present faculty.
- Provide in-service training for faculty.

2. As Assistant to the President:

- Develop and supervise a long range plan for the Academic functions of the institution.
- Recommend changes in faculty status, including promotions in position, compensation, and separation.
- Recommend to the President the employment of new faculty members and other individuals under the Academic Dean's supervision.
- Represent the College at meetings of educational organizations, conventions, and conferences.
- Attend meetings of the Administrative Council.
- Provide information as needed to the Trustee Academic Affairs Committee.
- Provide a written report of the Academic functions and programs to the President for each Trustee Meeting.
- Represent the College in public relations settings such as churches, ministers groups, and alumni groups.
- Prepare an annual budget for the operation of the Academic Department.
- Manage the Assessment Team Process

3. As Manager of the Academic functions of the institution

- Supervise maintenance of student and alumni academic records and personnel files.
- Supervise maintenance of academic records as required for reports to accrediting associations and governmental departments.
- Oversee maintenance of accreditation with The Higher Learning Commission.
- Coordinate the revision and editing of the College catalog.

4. Reporting to the Vice President of Academic Affairs

- Faculty
- Adjunct Faculty
- Directors of:
 - Outreach Ministries
 - Internship Program
 - Co-op Programs
 - Assessment
 - Registrar
 - Director of Library Services
 - Academic Mentor
 - Online Education

VICE PRESIDENT of ENROLLMENT MANAGEMENT

The Position

The Vice President of Enrollment Management reports to the President and serves as a member of the Administrative Team of Great Lakes Christian College, being primarily responsible for recruitment and retention to achieve enrollment goals.

Duties

1. Admissions

The Admissions Team leads the effort to introduce GLCC to the marketplace and to provide students with a compelling reason to consider an education at the College.

Role of the VPEM:

- a. Provide oversight of the Admissions Department
- b. Develop and maintain a comprehensive recruiting plan
- c. Recruit, hire, and train Admissions Counselors
- d. Keep current the job descriptions of Admissions personnel
- e. Direct the recruiting efforts:
 - i. College Fairs
 - ii. Church visits
 - iii. High School visits
 - iv. Para-church events (e.g. ICOM, NACC, etc.)
 - v. Youth Events (e.g. MSWTC, 1721, etc.)
 - vi. On Campus Events (e.g. FUSION, Java Jam, etc.)
- f. Review and evaluate College recruiting efforts
- g. Continually research and learn about the demographic the College seeks to recruit and the ways and means by which to engage them.

2. Marketing

Admissions marketing effort seeks to clearly articulate the identity of GLCC, to capture the interest of the appropriate audience, and to provide a compelling case for an education at GLCC.

Role of the VPEM:

- a. Develop and maintain a comprehensive marketing plan
- b. Oversee the development and use of the GLCC logo
- c. Provide oversight for all College promotional material
- d. Maintain and update as necessary the GLCC brand
- e. Website development and maintenance

3. Student Development

Student Development plays a key role in efforts to assist students in their educational pursuit and retain those students. To this end, Student Development serves to foster Christian community, provide basic student needs, to prepare students for learning, and to assist students socially.

Role of the VPEM:

- a. Supervise the Dean of Students and the Student Life Coordinator; and assist in the development of resources necessary to accomplish the mission.
- b. Provide a safe and secure campus.
- c. Assure our efforts develop a diverse group of students that understand what it means to live in a community that brings honor and glory to GOD.
- d. Assist the Dean of Students in his role as Clery Coordinator.
(The Clery Act provides regulations for the reporting of on-campus crimes, specifically; Sexual Violence, Date Rape, Stalking, and Domestic Violence)

Retention – Student Success

The Department of Students Success supports GLCC enrollment goals by providing academic support to assist students in their education.

Role of the VPEM:

- a. Supervise and support the Director of Student Success
- b. Assist in the development of resources necessary to accomplish the mission
- c. Work with the DSS to continually refine, develop, and measure these efforts

4. Athletics

Athletics provides GLCC students the opportunity to play at the collegiate level while developing a Christian character. As well, Athletics plays a key part in GLCC recruiting efforts.

Role of the VPEM:

- a. Supervise and support the Athletic Director
- b. Assure the development of Servant Leaders- Scholar Athletes
- c. Assist the AD in the recruiting of coaches
- d. Provide support for athletic recruiting efforts
- e. Coordinate recruiting efforts with the Admissions Department
- f. Review with the AD opportunities to offer new sports

VICE PRESIDENT of FINANCE & OPERATIONS

The Position

The Vice President of Finance and Operations reports to the President, overseeing and managing the business and financial affairs in a way that is consistent with the mission and objectives of the College.

Duties

1. As an Assistant to the President:
 - A. Develop and supervise a long range plan for the Finance, Business, Maintenance, and Cafeteria Departments of the College.
 - B. Recommend changes in status of employees in the Finance, Business, Maintenance, and Cafeteria Departments, including hiring, promotions in position, compensation, and separation.
 - C. Attend meetings of the Administrative Council.
 - D. Provide information as needed to the Trustee Finance Committee.
 - E. Prepare an annual budget for the operation of the Finance, Business, Maintenance, and Cafeteria Departments.
 - F. Oversee the preparation of the annual budget for the entire College.
 - G. Provide regular financial reports as requested by the President.
 - H. Provide a written report of the Finance, Business, Maintenance, and Cafeteria Department activities and programs to the President for presentation at each Trustee meeting.

2. As the Chief Financial Officer:
 - A. Oversee the receipt and dispersal of all funds.
 - B. Oversee the preparation and maintenance of accounting records, including student financial records.
 - C. Oversee the receipt and disbursement of student Federal and State financial aid in accordance with all government regulations.
 - D. Oversee investment funds in accordance with Trustee approved guidelines.

3. As the overseer of Operations:
 - A. Administer the operation and maintenance of the physical plant including the Bookstore, Cafeteria, Building and Grounds, and Vehicles.
 - B. Develop and implement personnel procedures and policies, maintaining appropriate personal records.
 - C. Act as purchasing agent for the College.
 - D. Purchase insurance protection for all phases of the College (employee, property, liability);
 - E. Oversee the hiring of all student employees.
 - F. Oversee supervision of the business office.

Reporting to the Vice President of Finance and Operations

Bookstore Manager	Financial Aid Director
Business Office personnel	Maintenance Supervisor
Cafeteria Manager	

VICE PRESIDENT of INSTITUTIONAL ADVANCEMENT

(rev. December 2006; June 2017)

JOB SUMMARY

The Vice President of Institutional Advancement (VPIA) is responsible to the President for the planning, organization and coordination of the ministry's efforts that are necessary to raise gift income, to raise the level of awareness and connection among the constituency and community, and to oversee the efforts to recruit students to the College.

RESPONSIBILITIES

1. Maintains the knowledge pertaining to the history, mission, objectives, image, curriculum, staff, faculty, administrative structure, financial structure and supporting constituency of the College;
2. Works with the President of the College in drafting an aggressive development plan with objectives, goals, methods and a reasonable timeline corresponding to the strategic plan;
3. Travels systematically, contacting alumni, ministers, churches, donors and prospective donors for the purpose of cultivating interest and maintaining positive public relations;
4. Develops and /or supervises the fundraising programs required for the operation and advancement of the College. These shall include, but may not be limited to:
 - a. Annual fund
 - b. Capital gifts campaigns
 - c. Designated projects
 - d. Planned giving and estate planning
5. Organizes staff, board, and volunteers to address the areas of operational, capital and deferred gifts needed from the following sources: individuals, churches, businesses, foundations, and corporations;
6. Maintains an effective record and acknowledgment system;
7. Reports to the Board of Trustees concerning the progress of the goals and leads the efforts of the Advancement Committee of the Board of Trustees;
8. Manages the ministry's needs in the area of proposals, key donor correspondence, promotional materials, and other marketing ideas necessary to sustain the fund raising efforts for the needs of the College;
9. Practices responsible public relations on behalf of the College, obtaining feedback and utilizing information to evaluate and improve the College's effectiveness;
10. Represents the College in settings such as churches, minister's groups, alumni groups, conventions, and other meetings that would be beneficial to the public image of the College;

11. Prepares the annual budget for the operation of the Advancement department;
12. Supervise staff employees in the advancement department, including the Director of Admissions & College Relations.

SPECIFIC RESPONSIBILITIES

Administrative:

- Organize and call Vice President and Administrative meetings
- Organize and call All Staff Communication meetings
- Oversee Trustee Advancement Committee

Development:

- General Fund (appeals/phone-a-thons/events/personnel visits)
- Campaigns (appeals/phone-a-thons/church appeals/major gifts)
- Major Gift strategy
- Scholarships – Donor relations and solicit additional scholarships
- Charitable Gift Annuities
- Estate Planning – Financial Planning Ministries
- Direct Mail mailings (appeals)
- Grant writing and submission of proposals
- Trustee involvement in development
- Database maintenance

Public Relations:

- Promotional events (concerts, seminars)
- Community relations meetings and organizations (Delta-Waverly Rotary, Deltaside Business, Delta Government Relations)
- Area non-profit resources

Church Relations:

- Sunday visits (preaching, mission fairs, good will)
- Ministers and ministers' meetings
- Mission ministry communication
- Placement opportunities
- Canada and New York expansion
- Area denominational church relations (COGL)
- Open Ministry resource for churches

Events:

- Concerts
- Church Connect Series
- Women's Spring Celebration
- Graduate Banquet
- Michigan Christian Convention
- Golf Benefit
- WOW Conference
- GLCC Anniversary Celebrations

Alumni Relations:

- Supervise Alumni Association Officers
- Oversee Alumni projects
- Alumni Dues appeals
- Individual contact with alumni (on campus/phone/email/social media/etc.)

Publications and Social Media:

- Design and edit KEY
- Social media sources (Facebook, Twitter, Pinterest, etc.)
- Coordinate communication pieces from various departments
- Website management and design

Admissions:

- Provide Administrative counsel for Admissions and Athletics
- Develop strategies to integrate marketing and recruiting
- Oversee Director of Admissions
- Coordinate Academics and Admissions
- Motivate for success the recruitment of students

Athletics:

- Oversee the strategy to recruit athletes and sports programs
- Oversee the Athletic Director

Assessment:

- Preparation and fulfillment of the assessment responsibilities for the Advancement Department which includes Admissions and Advancement

Section Five

NON-DISCRIMINATION POLICY

Because of the historic commitment to Biblical principle (“There is neither Jew nor Greek, slave nor free, male nor female...” Galatians 3:28), Great Lakes Christian College has been, and remains, nondiscriminatory in all policies and programs. Great Lakes Christian College admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the College. It does not discriminate on the basis of gender, race, physical handicap, national or ethnic origin in administration of educational programs, admissions policies, scholarship and loan programs, employment practices, athletics, or other activities. The College actively seeks to fulfill federal, state, and local laws and regulations in all its practices and facilities. The facilities are designed to provide access for the physically handicapped.

POLICY ON SEX, SEXUALITY, and GENDER IDENTITY

Adopted March 2015

Affirming the dignity of every person and response as a Christian community:

Great Lakes Christian College affirms the full humanity and dignity of every human being, regardless of their sexual orientation or gender identity. Among the sins that the Bible clearly condemns is sexual immorality and homosexual behavior (1 Corinthians 6: 9-11). We recognize that there are individuals within our community who experience same-sex attraction, and/or confusion about gender. They are loved and valued and we condemn any malice directed toward them.

As an institution of higher education, we encourage the vigorous pursuit of truth. As a Christian institution, we believe the Bible, as illuminated by the Holy Spirit, is true and reliable. We recognize that there are Christians inside and outside our community who have different interpretations of Scripture. The Great Lakes Christian College statement concerning sexuality is in line with the teachings of the Christian Churches/Churches of Christ. Regardless of one’s perspective or tradition, we encourage all of our community members to engage this issue with civility and respect.

Great Lakes Christian College’s position, as communicated in the Great Lakes Christian College Student Handbook:

We believe that human families were established by God to perpetuate humankind and to provide a stable community for nurturing children in faith and righteous living. Marriage between one man and one woman is the instruction of Scripture and sexual expression is to be confined to the marriage relationship.

The Student Community Standard regarding sexual expression:

All students, regardless of age, residency, or status, are required to abstain from cohabitation, any involvement in premarital or extramarital sexual activity, or homosexual activity (including same-sex

dating behaviors). This includes the promotion, advocacy, and defense of the aforementioned activities.

We recognize that this belief and instruction may be in conflict with the practice or vision of the larger culture, as Christian beliefs have been in other times and places. That said, we hold to the Biblical Christian position on this issue while being respectful of those who disagree with us. Students who violate our community standards regarding sexual expression will meet with the Student Conduct and Restoration Committee and be treated in a loving, redemptive manner throughout the accountability process.

Great Lakes Christian College understands gender to be a matter of primary, overt sexual characteristics at birth, other than in cases in which these characteristics are ambiguous. We intend to allow the Bible to guide us to reaffirm the birth gender of individuals (Matthew 19: 4, Mark 10: 6).

We acknowledge that there are persons who genuinely experience gender confusion. We regard such confusion as evidencing at least some degree of spiritual confusion warranting pastoral care, though not necessarily any greater spiritual need than presents itself in other forms among our student and employee populations. That said, the actions and behaviors that sometimes result from gender confusion can be disruptive and contrary to a community seeking to exhibit and encourage persons in our care an understanding of personal identity and holiness rooted in the truth of Christ.

Therefore, since college is traditionally a time of personal exploration, growth and change, we do not seek to exclude that persons for whom sexual identity is an issue. However, we do reserve the right to terminate or deny enrollment of those whose influence upon our community should prove to be in our judgment intractably contrary to the best interests of our students, and commitments to our College and to our Lord. Therefore, Great Lakes Christian College will not support persistent or conspicuous examples of cross-dressing or other expressions or actions that are deliberately discordant with birth gender, and will deal with such matters within the appropriate pastoral and accountability process.

Great Lakes Christian College reserves the right to examine situations on an individual basis taking into consideration the unique characteristics of a given issue or person while upholding the teaching of the Christian churches/churches of Christ, Great Lakes Christian College's Doctrinal Statement of Faith and the community standards addressed in the Faculty, Employee, and Student Handbooks. The Great Lakes Christian College Board of Trustees has the final authority and responsibility for the interpretation of our Doctrinal Statement of Faith, community standards, and of the Biblical principles that serve as their foundation.

Great Lakes Christian College Policy on Sex, Sexuality and Gender Identity
SUMMARY
[for the Student Handbook]

Great Lakes Christian College affirms the full humanity and dignity of every human being, regardless of their sexual orientation or gender identity. Among the sins that the Bible clearly condemns is sexual immorality and homosexual behavior (1 Corinthians 6: 9-11). All students, regardless of age, residency, or status, are required to abstain from cohabitation, any involvement in premarital or extramarital sexual activity, or homosexual activity (including same-sex dating behaviors). This includes the promotion, advocacy, and defense of the aforementioned activities.

We recognize that there are individuals within our community who experience same-sex attraction, and/or confusion about gender. They are loved and valued and we condemn any malice directed toward them. Regardless

of one's perspective or tradition, we encourage all of our community members to engage this issue with civility and respect.

Great Lakes Christian College reserves the right to terminate or deny enrollment of those whose influence upon our community should prove to be in our judgment intractable contrary to the best interests of our students, and commitments to our College and to our Lord. Therefore, Great Lakes Christian College will not support persistent or conspicuous examples of cross-dressing or other expression or actions that are deliberately discordant with birth gender, and will deal with such matters within the appropriate pastoral and conduct processes of the College.

Great Lakes Christian College reserves the right to examine situations on an individual basis taking into consideration that unique characteristics of a given issue or person while upholding the teaching of the Christian churches/churches of Christ, Great Lakes Christian College's Doctrinal Statement of Faith, and the community standards addressed in the Faculty, Employee, and Student Handbooks. The Great Lakes Christian College Board of Trustees has the final authority and responsibility for the interpretation of our Doctrinal Statement of Faith, community standards, and of the Biblical principles that serve as their foundation.

TITLE IX – SEXUAL MISCONDUCT POLICY

Adopted June 2014

I. INTRODUCTION

Great Lakes Christian College is a Christ-centered institution of higher education that is committed to the Biblical principle that all human beings are created in the image of God. Because of that belief, the College is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualification and abilities.

Great Lakes Christian College is also committed to maintaining and strengthening an educational, working, and living environment founded on the Biblical principles of love and mutual respect. The College seeks to provide programs, activities, and an educational environment free from sex discrimination. In accordance with this policy and as delineated by federal and Michigan law, Great Lakes Christian College does not discriminate on the basis of sex in education programs or activities, including but not limited to recruitment, admissions, housing, athletic and extracurricular activities, discipline, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies. A relevant portion of Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or any activity receiving Federal financial assistance.”

The College is committed to promoting respect for the bodily integrity of all persons, the virtues of chastity, and the sacredness of human sexuality. The College affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are inconsistent with Biblical principles and are prohibited by College policies.

“Sexual Misconduct”, as that term is used in this policy, means any form of sex discrimination prohibited by Title IX. Sexual misconduct is antithetical to the standards and ideals of the College community and will not be tolerated. Great Lakes Christian College recognizes the spiritual, moral, legal, physical, and psychological seriousness of all sexual misconduct, regardless of the level of acquaintance between the perpetrator and the

victim, however casual. Great Lakes Christian College aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of these policies.

In addition, the College recognizes that sex discrimination, in any form, is a violation of College regulations and policies. Sex discrimination includes all forms of sexual violence and sexual harassment. Further, the College recognizes that sexual violence is a serious threat to the College community, is prohibited by Title IX, and is a criminal act. Therefore, the College is committed to providing the following to the members of the College community:

1. A statement of expectations for behavior with regard to community standards pertaining to sex discrimination.
2. Resources aimed at reducing the risk of sexual violence, including educational programs for men and women.
3. Procedural intervention to offer support and information following the report of sex discrimination.
4. Student conduct and employee disciplinary procedures that address the needs of victims and protect the rights of the alleged assailants.

The College will take immediate action to address sex discrimination promptly and to equitably investigate complaints to resolve the situation, prevent its reoccurrence, and address its effects by implementing awareness and/or preventative measures.

II. DEFINITIONS

A. College

College means Great Lakes Christian College, Lansing, Michigan.

B. College Community

For the purposes of this policy, "College Community" includes all students, staff, faculty, administration, trustees, interns, volunteers, and visitors. In addition, this policy shall also apply to instances of sex discrimination which occur on College-owned, operated, or affiliated properties, as well as incidents of sex discrimination that occur off campus, including but not limited to instances involving members of the College Community who are conducting College business off campus or conduct that occurred at the permanent or temporary local residence of a College student, employee, or third party.

C. College Student

College Student means any person who is registered or enrolled at the College at the time of the alleged sex discrimination.

D. Effective Consent

All College standards provide that sexual activity outside of marriage is prohibited. In addition, sexual activity requires consent as a matter of federal and state law. Such consent is defined as clear, unambiguous, and voluntary agreement between the parties.

Consent cannot be obtained from someone who is under 18 years of age, asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other temporary or permanent,

physical or mental disability or condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

E. Employee

Employee means any person employed by the College, whether as a trustee member, administrator, faculty, adjunct faculty, or staff member, whether full-time, part-time, or volunteer.

F. Force

Force means physical force, violence, threat, intimidation, or coercion.

G. Grievant

A student (including a former student if the alleged discrimination occurred while enrolled at the College), employee, or other member of the College community defined above, who contemplates filing or actually files a complaint based on sex discrimination.

H. Respondent

A person alleged to have committed a violation of the College Title IX policy. The term may be also used to designate persons with direct responsibility for a particular action or to those persons with supervisory responsibilities for conduct, procedures, or policies in those areas covered by the complaint.

I. Sex Discrimination

For the purposes of this policy, "sex discrimination" shall include, but not be limited to, any acts of sexual violence, sexual assault, and sexual harassment. In compliance with Title IX of the Educational Amendments of 1972, sex discrimination applies to, but is not limited to: recruitment, admissions, housing, athletic and extracurricular activities, rules and regulations, discipline, class enrollment, access to programs, courses and internships, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies.

J. Sexual Assault

Sexual assault is the commission of sexual contact or a sexual act, whether by an acquaintance or by a stranger that occurs without indication of consent of both individuals, or that occurs under threat or coercion.

When there is a lack of mutual consent about sexual activity, or where there is ambiguity about whether consent has been given, an individual can be charged with, and found to have committed, sexual assault or another form of sexual misconduct.

Much sexual misconduct includes nonconsensual sexual contact, but contact is not a necessary component. Threatening speech which is sufficiently serious to constitute sexual harassment, for example, will constitute sexual misconduct. Photographs, videos, or other visual or auditory records of sexual activity made without explicit consent constitute sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings without explicit consent is a form of sexual misconduct. For example, forwarding a harassing electronic communication may also constitute an offense.

In addition to being prohibited by federal and Michigan law, including Title IX of the Education Amendments of 1972, sexual assault could result in criminal prosecution or civil liability.

Reports of sexual assault will be reported to local law enforcement for appropriate action, including investigation and prosecution as appropriate. Such criminal prosecution will proceed separately and apart from a College investigation and disciplinary proceeding. The College will cooperate to the fullest extent possible, with any criminal investigation or prosecution of sexual assault incidents involving any member of the Great Lakes Christian College community. The College will not ordinarily wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and may take interim measures to protect members of the College community.

All sexual assault reports shall be treated with gravity, dignity, and justice throughout the process. Members of the College community should not do any of the following:

1. Pressure anyone to suppress a report of sexual assault;
2. Cause anyone to believe that he or she is responsible for the commission of any crime against him or her;
3. Communicate to anyone that he or she was contributorily negligent or assumed the risk of being assaulted by reason of circumstance, dress, or behavior; or
4. Communicate to anyone that the College would incur unwanted publicity as a result of a report of sexual assault.

K. Sexual Contact

Sexual contact means the deliberate touching of a person's intimate parts (including genitalia, groin, breasts or buttocks, or clothing covering any of those areas) for the purpose of sexual gratification, or using force to cause a person to touch his or her own or another person's intimate parts.

L. Sexual Harassment

Sexual harassment is antithetical to Biblical and academic values and to a community environment free from the fact or appearance of coercion. Sexual harassment is a form of sex discrimination, a violation of College policies, and may result in serious disciplinary action. Sexual harassment consists of nonconsensual sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature on or off the College campus when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with or limiting an individual's work or academic performance, or creating an intimidating or hostile academic or work environment.

Sexual harassment may be found in a single episode as well as persistent behavior. Conduct that occurs in the process of application for admission to a program or during selection for employment, and conduct directed toward a member of the College Community is covered by the policy. In addition, conduct by third parties (i.e. individuals who are neither students nor employees, including but not limited to invited guests and consultants) is covered by this policy.

Both men and women are protected from sexual harassment and sexual harassment is prohibited regardless of the sex of the harasser. Sexual harassment is a matter of particular concern to an

academic community in which students, faculty, and staff are related by strong bonds of intellectual and spiritual interdependence and trust.

M. Sexual Violence

Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual violence includes any physical sexual act perpetuated against a person's will or where the person is incapable of giving consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

N. Standards of Conduct

Standards of conduct means the College's standards of conduct as approved by the College's Administrators and/or Board of Trustees and published in the appropriate College handbooks.

O. Third Party

Third party means any individual, including a contractor or invited guest, who is alleged to have committed sexual misconduct against a College community member.

III. TEACHER – STUDENT CONSENSUAL RELATIONS

The integrity of the teacher-student relationship is the foundation of the College's educational mission. This relationship vests considerable trust in the teacher, who in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development.

Whenever a teacher is (or in the future might reasonably become) responsible for teaching, advising, or directly supervising a student, an amorous relationship between them is inappropriate and should be avoided. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the College and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising, research, supervising other academic and social activities, and recommending for admissions, employment, internships, or awards.

"Teachers" includes, but is not limited to, all full-time, part-time, and adjunct faculty of the College. It also refers to those serving as guest or substitute instructors.

"Students" refers to those enrolled in any and all educational and training programs of the College. Additionally, this policy applies to members of the College Community who are not teachers as defined above, but have authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors, directors of student organizations, residential advisors, as well as others who advise, mentor, or evaluate students.

Teachers or students with questions about this policy are advised to consult with the College's Title IX Coordinator, the Dean of Students, or their supervising Vice President.

IV. OTHER RELATED MISCONDUCT

In accordance with this policy, the College is empowered to investigate allegations of, and to impose sanctions for, sex discrimination, sexual harassment, or any other violations of the College's standards of conduct directly related to the allegations brought under this policy. Such related misconduct may include, without limitation, incidents of domestic violence, dating violence, and stalking as those terms are defined by state and federal laws. Violations of the rules of confidentiality as articulated herein, violations of any interim measures imposed under this policy, and/or violations of other Standards of Conduct that occur in connection with the alleged sexual misconduct may also implicate the use of this policy.

The College reserves the right to extend grace through mitigation or avoidance of disciplinary action against a Grievant or witness of his or her improper use of alcohol or drugs, provided that such person is acting in good faith as a Grievant or witness to the events of the alleged sexual misconduct.

V. TITLE IX COORDINATOR

- A. The Title IX Coordinator is the individual designated by the College to coordinate the College's efforts to comply with and enforce the responsibilities of the College under this policy in accordance with pertinent Title IX regulations.
- B. The College's Title IX Coordinator is the Vice President of Enrollment Management, 6211 West Willow Highway, Lansing, MI 48917, phone (517) 321-0242 ext. 230.
- C. The College has designated the duties and responsibilities of the Title IX Coordinator to:
 1. Appoint Deputy Title IX Coordinators as needed;
 2. Ensure coordination with the Deputy Title IX Coordinators and appropriate staff with relevant responsibilities for such activities on campus as housing, counseling services, and campus safety.
 3. Prepare and arrange for a preventative education program. Such program will include information designed to encourage students to report incidents of sexual violence to the appropriate College and law enforcement authorities.
 4. Develop specific sexual violence materials that include the College's policy, rules, and resources for students, faculty, coaches, and administrators and arrange for such materials to be included in all appropriate handbooks. These materials would include:
 - a. What constitutes sexual harassment or violence;
 - b. What to do if a student has been the victim of sexual harassment or violence;
 - c. Contact information for counseling and victim services on and off College grounds;
 - d. How to file a complaint with the College;
 - e. How to contact the College's Title IX Coordinator(s);
 - f. What the College will do to respond to allegations of sexual harassment or violence, including interim measures that can be taken as outlined in the Grievance Procedure.
 5. Analyze periodically any trends or patterns of sexual misconduct on campus and assess the efficacy of campus-wide response to sexual misconduct.
 6. Disseminate to members of the College community information regarding Title IX protections, the College's Title IX policy, including the Complaint Resolution Process therein, and assistance for all persons who have been subjected to sexual harassment or violence.
 7. Conduct an annual review of all Title IX complaints brought to the College Title IX Coordinator.

8. Communicate with Student Development regarding the College's obligations under Title IX and serve as a resource regarding Title IX matters.
 9. Develop a protocol with the College's Student Development department regarding complaints of sexual misconduct.
 10. Annually assess the College's overall Title IX compliance efforts.
- D. In addition, the Title IX Coordinator will arrange for and conduct training (at least annually) for the College administration, faculty, and staff.

VI. COMPLAINT RESOLUTION PROCESS

A. Confidentiality

The College shall protect the privacy of individuals involved in a report of sex discrimination to the extent allowed by law and College policy. Communications to health and counseling professionals may be privileged and confidential. Because the content of discussions with confidential resources is not reported to the College office of record such discussions do not serve as notice to the College to address the alleged discrimination or sexual misconduct.

In the event of a report of sex discrimination being received by other College officials including administration, faculty and staff, such officials are required by law to relay such reports to the Title IX Coordinator and, in some instances, to law enforcement officials. In such cases, the College will balance the needs of the parties for privacy with the College's responsibility to ensure a safe educational environment and workplace. In some cases, strict confidentiality may not be possible or appropriate. An individual's request regarding the confidentiality of reports of discrimination or sexual misconduct will be considered in determining an appropriate response; however, such request will be considered in the dual context of the College's legal obligation to ensure a working and learning environment that is free from discrimination or sexual misconduct and the rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

B. Definitions of Parties

Grievant: A student (including a former student if the alleged discrimination occurred while enrolled at the College), employee, or other member of the College community defined above, who contemplates filing or actually files a complaint based on sex discrimination.

Respondent: A person alleged to have committed a violation of the College Title IX policy. The term may be also used to designate persons with direct responsibility for a particular action or to those persons with supervisory responsibilities for conduct, procedures, or policies in those areas covered by the complaint.

C. Preliminary Stage

A member of the College Community who believes that he or she is experiencing or has experienced sex discrimination of any kind may initially wish to discuss the situation with a trusted friend, advisor, colleague, or the College official to whom the alleged Respondent reports or is responsible. The College strongly recommends that the potential Grievant not contact unaccompanied the person who is alleged to have committed the inappropriate conduct.

D. Report to the Title IX Coordinator

Any member of the College community who believes that he or she has experienced or is experiencing sex discrimination should immediately contact the College Title IX Coordinator to report the alleged

act or acts of sex discrimination. (In the event of alleged sexual harassment, the aggrieved person may choose to file a complaint pursuant to the College's Sexual Misconduct Policy. Such report should be submitted to the Title IX Coordinator.)

E. Informal resolution process

At any time during the grievance process, the Title IX Coordinator may inquire of the parties if they wish to participate in an informal resolution of the grievance. If both the grievant and the respondent agree to do so, the Title IX Coordinator will meet with them informally to attempt to resolve the grievance. If a resolution of the grievance is reached between the parties, the agreement shall be reduced to writing and signed by the grievant and the respondent, the grievance will be considered resolved and no further action will be taken on the grievance.

F. Response of the Title IX Coordinator

Upon receipt of notice of any allegation under this policy the Title IX Coordinator will begin the grievance procedures outlined in the Grievance Procedure document:

1. Schedule a meeting with the Grievant in order to provide the Grievant a general understanding of this policy (and a copy of the policy, if necessary) and to identify forms of support or immediate interventions available to the Grievant, such as health services, mental health services, crime victim services, or services of a local rape crisis center. The meeting will cover any interim measures or accommodations that may be appropriate under the circumstances. Upon the receipt of notice of allegations pursuant to this policy, regardless of the action chosen by the Grievant, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practical under the circumstances to support and protect the Grievant. Such measures include a "no contact" order which will typically direct that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means. The Title IX Coordinator also may take any further protective action deemed appropriate concerning the interaction of the parties including, without limitation, directing appropriate College officials to alter the student's academic, housing, or employment arrangements, providing an escort for the Grievant, and/or any other measure deemed appropriate by the Title IX Coordinator. Violations of the Title IX Coordinator's directives and/or protective actions may lead to additional disciplinary action.
2. Advise the Grievant of his or her rights and provide any needed assistance as follows:
 - a. The right to contact the appropriate law enforcement personnel to pursue criminal charges under state, local, or federal law. The Grievant should be informed of his or her right to file a criminal complaint concurrent with or after the College's Title IX investigation. The College investigation will not be suspended or delayed in the event of an investigation of possible criminal charges by law enforcement personnel.
 - b. The right to file a civil action against the alleged Respondent.
 - c. The right to file a complaint with the Equal Employment Opportunity Commission and/or the Michigan Civil Rights Commission.
3. In addition the Title IX Coordinator will provide assistance in arranging for needed medical or hospital treatment, counseling, and the personal safety of the Grievant.

G. Optional Pre-Complaint Meeting

Following contact with the Title IX Coordinator, but prior to the submission of a formal written complaint to the Title IX Coordinator, the Grievant may request a meeting with the Respondent alleged to be directly responsible for the violation or with the person having immediate supervisory

authority related to the complaint. Such meeting shall be in the presence of the Title IX Coordinator. In addition, the persons identified above who are alleged to be directly or indirectly responsible for the violation of this policy may discuss the allegations of the Grievant with the Title IX Coordinator. The purpose of any pre-complaint contact will be for the Grievant to request a proposed course of action in order to resolve the matter in a manner consistent with Biblical principles of dispute resolution. Such pre-complaint meetings shall be solely at the option of the Grievant. At no time will the Grievant be required to confront the Respondent. In cases involving sexual assault, such a meeting shall not occur. Such contact is not a condition for the submission of a written complaint to the Title IX Coordinator. If the matter cannot be resolved as the result of any pre-complaint meeting, then the Grievant may submit to the Title IX Coordinator a formal, written complaint. If it is alleged that the Title IX Coordinator is involved in any discriminatory action, then the complaint shall be submitted to a Deputy Title IX Coordinator or another individual appointed by the President of the College to serve as a substitute Title IX Coordinator.

H. Written Complaint

If the pre-complaint meeting does not resolve the complaint, or if such meeting is not held, the Grievant shall then have the right to file a written complaint with the Title IX Coordinator which shall contain the following information:

1. The name and address of the Grievant.
2. The name or names of the person or persons alleged to be responsible for the act of discrimination, if known.
3. Specific acts of discrimination alleged including the dates, times, and locations.
4. Names, addresses, and telephone numbers of potential witnesses who may be called in support of the complaint.
5. A description of any actions taken by any party in an effort to address the alleged discrimination.
6. The complaint shall be signed and dated by the Grievant. Such date shall be the "date of the complaint."

I. Title IX Coordinator's Investigation

After filing of the written complaint the Title IX Coordinator may assign the matter to a Deputy Title IX Coordinator for investigation. References in the section to the Title IX Coordinator may include any actions by a Deputy Coordinator if one is assigned.

Following the filing of the written complaint, the Title IX Coordinator will meet with and interview the Grievant. Subsequent to the filing of the complaint the Title IX Coordinator will also schedule an interview with the Respondent to discuss the allegations, provide a copy of the complaint and College's Title IX Policy, and discuss the complaint process in general. The Title IX Coordinator will direct the Respondent to provide a written response to the complaint. The Grievant shall be entitled to receive and review such response. The Title IX Coordinator will also interview any relevant witnesses to the allegations and may request documentation from the appropriate departments and offices at the College.

If the Respondent or any witness refuses or fails to respond to the Title IX Coordinator's request for a response to the complaint, request for information, or otherwise fails to cooperate, the Title IX Coordinator may nevertheless continue the investigation.

Within (60) days after the date of the complaint, the Title IX Coordinator will render a decision to whether, by a preponderance of the evidence, it has been determined that sex discrimination has or has not occurred. Such decision shall be supported by a written report containing findings of fact, along with a recommendation by the Title IX Coordinator of the remedial and/or disciplinary action(s) to be taken. Within five (5) days of the date of the decision, the Title IX Coordinator shall notify in writing the Grievant, the Respondent, and the President of the College of his or her decision described above.

J. Appeal of Findings of Investigation

All parties to the complaint may appeal the findings and recommendation of the Title IX Coordinator. All grounds for appeal should be based on the emergence of new evidence that was previously unavailable, on the grounds that some aspect of this policy or procedure was not adequately followed or evidence of bias on the part of the Title IX Coordinator. The methods of appeal are detailed in sections XII through XVI, page 4, of the Grievance Procedure document.

The final appeal shall be the impartial review and decision by the College President provided that he was not involved as a party or witness to the investigation, in which case the appeal shall be reviewed by the Chairman of the Board of Trustees. Any appeal must be filed within ten (10) days of the Title IX Coordinator's decision. The President shall render a decision on the appeal within ten (10) days of receipt of the appeal.

K. Determination of Disciplinary Action

In the event the Title IX Coordinator finds that the Respondent has committed an act of sex discrimination as defined by this policy the matter will proceed as follows:

1. Students: If the Respondent is a College student, the Dean of Students or Title IX Coordinator will determine and administer the appropriate disciplinary action. If the College student is found to have committed sexual assault the Dean or Title IX Coordinator may initiate expulsion proceedings pursuant to the Student Handbook.
2. Staff: If the Respondent is a staff member, the Title IX Coordinator will recommend the appropriate disciplinary action to the Vice President of Finance and Operations. If a staff member is found to have committed sexual assault then his or her employment may be terminated in accordance with the Employee Handbook.
3. Faculty: If the Respondent is a faculty member and his or her conduct warrants discipline that is less severe than discharge or suspension, the Title IX Coordinator will recommend sanctions to the Vice President of Academic Affairs. In cases where the faculty member's actions warrant discharge or termination of employment, the Title IX Coordinator will recommend to the President that termination proceedings be initiated. If the President accepts the recommendation, the matter will proceed in accordance with the terms of the College's Faculty Handbook providing for "Dismissal for Cause."
4. Administration: If the Respondent is a member of the administration (and not the President) the matter will be referred to the President for appropriate action. If the Respondent is the President, the matter will be referred to the Chairman of the Board of Trustees for appropriate action.
5. Trustees: If the Respondent is a member of the Board of Trustees (and not the Chairman) the matter will be referred to the Chairman of the Board. If the Respondent is the Chairman of the Board, a committee of the Board of Trustees will be called by the Vice Chairman of the Board for appropriate action.

Any appeal of the Title IX Coordinator's decision and recommendation shall stay the imposition of disciplinary action under this section but only during the pendency of the appeal. If the disposition of the appeal does not alter the recommended sanction, disciplinary action pursuant to this section shall proceed.

L. Complaints Initiated by Administration

The College President, Vice Presidents, Deans, or supervisors may request the Title IX Coordinator investigate allegations of sex discrimination with or without the consent of the alleged victim. Such administrator requesting the investigation will act as the Grievant and must specify the person or persons responsible for exhibiting the alleged discriminatory conduct. The Title IX Coordinator will use the same notification and procedural guidelines outlined in the foregoing complain process.

VII. RETALIATION; FALSE COMPLAINTS

A. Retaliation

It is a violation of this policy to retaliate against a person making a complaint alleging a violation under this policy or against any person cooperating or participating in an investigation under this policy. Retaliation should be reported promptly to the Title IX Coordinator and may result in appropriate disciplinary action independent of other sanctions or interim measures administered under this policy.

B. Filing a False Complaint

Any Grievant who knowingly makes false charges alleging violations of this policy may be subjected to disciplinary action.

GRIEVANCE PROCEDURE UNDER TITLE IX

The following internal grievance procedures have been adopted for students and employees of Great Lakes Christian College who have complaints alleging a violation of Title IX, pertaining to sex discrimination (including harassment and sexual violence) based upon sex. Please note that these procedures do not apply to Title IX complaints from applicants for employment or from applicants for admission to the College, which is a private, postsecondary educational institution.

I. Sex Discrimination

An individual who believes he/she have been discriminated against on the basis of sex may make a complaint that their rights under Title IX have been denied. Complaints of sex discrimination, including complaints of sexual harassment and sexual violence carried out by employees, other students, or third parties, may be filed under this Title IX grievance procedure. Such a complaint is referred to in these procedures as a “grievance.” The person who has the grievance is referred to in these procedures as the “Grievant.” The person or entity against whom the grievance is made is referred to in these procedures as “the Respondent”.

II. Optional Pre-Complaint Meeting

Following contact with the Title IX Coordinator, but prior to the submission of a formal written complaint to the Title IX Coordinator, the Grievant may request a meeting with the Respondent alleged to be directly responsible for the violation or with the person having immediate supervisory authority related to the complaint. Such meeting shall be in the presence of the Title IX Coordinator. In addition, the persons identified above who are alleged to be directly or indirectly responsible for the violation of this policy may discuss the allegations of the Grievant with the Title IX Coordinator. The purpose of any pre-complaint contact will be for the Grievant to request a proposed course of action in order to resolve the matter in a manner consistent with Biblical principles of dispute resolution. Such pre-complaint meetings shall be solely at the option of the Grievant. At no time will the Grievant be required to confront the Respondent. In cases involving sexual assault, such a meeting shall not occur. Such contact is not a condition for the submission of a written complaint to the Title IX Coordinator. If the matter cannot be resolved as the result of any pre-complaint meeting, then the Grievant may submit to the Title IX Coordinator a formal, written complaint. If it is alleged that the Title IX Coordinator is involved in any discriminatory action, then the complaint shall be submitted to a Deputy Title IX Coordinator or another individual appointed by the President of the College to serve as a substitute Title IX Coordinator.

III. Filing of a grievance

A grievance must be set forth in writing, be signed by the Grievant, and filed with the College’s Title IX Coordinator. A grievance must contain the following information:

7. The name and address of the Grievant.
8. The name or names of the person or persons alleged to be responsible for the act of discrimination, if known.
9. Specific acts of discrimination alleged including the dates, times, and locations.
10. Names, addresses, and telephone numbers of potential witnesses who may be called in support of the complaint.
11. A description of any actions taken by any party in an effort to address the alleged discrimination.

12. The complaint shall be signed and dated by the Grievant. Such date shall be the “date of the complaint.”

The grievance must be filed with the Title IX Coordinator within 60 days of the date the discrimination is alleged to have occurred. Failure to file a grievance within the required 60 day time period will result in the grievance being dismissed as untimely. The Title IX Coordinator for Great Lakes Christian College is the Vice President of Enrollment Management. Filing of a grievance may be made by hand delivery, by first class mail, or by fax transmission. The name, address, telephone number, and fax number for the Title IX Coordinator:

Gregory Stauffer, Vice President of Enrollment Management
Great Lakes Christian College
6211 W. Willow Highway, Lansing, MI 48917
Telephone number (517) 321-0242 (ext. 213)
Fax number (517) 321-5902

If the Title IX Coordinator is alleged to have been involved in the discrimination or harassment, the grievance should be filed with the College’s President. The name, address, telephone number, and fax number of the President:

Lawrence L. Carter, President
Great Lakes Christian College
6211 West Willow Highway, Lansing, MI 48917
Telephone number (517) 321-0242 (ext. 217)
Fax number (517) 321-5902

The Title IX Coordinator will maintain the files and records of the College regarding any grievance. Records shall be retained for three years from the date of the conclusion of the grievance and may thereafter be destroyed.

IV. Receipt of grievance

Upon receipt of a timely grievance, the Title IX Coordinator, or the President (or their designee), shall provide a copy of the grievance to the Respondent and inform the Respondent that they may file a written response to the grievance. The written response shall be due within ten days of delivery of the grievance to the Respondent.

V. Informal resolution process

At any time during the grievance process, the Title IX Coordinator may inquire of the parties if they wish to participate in an informal resolution of the grievance. If both the Grievant and the Respondent agree to do so, the Title IX Coordinator will meet with them informally to attempt to resolve the grievance. If a resolution of the grievance is reached between the parties, the agreement shall be reduced to writing and signed by the Grievant and the Respondent, the grievance will be considered resolved and no further action will be taken on the grievance.

VI. Investigation process

The Title IX Coordinator shall commence an investigation of the grievance within seven business days of receipt of the grievance. As a part of the investigation, the Title IX Coordinator may interview the Grievant and the Respondent. Both the Grievant and the Respondent shall have the right to provide names and contact information of any witnesses they believe may have information regarding the facts involved in the grievance, and to provide any evidence to the Title IX Coordinator which they

believe may be relevant to the grievance. The Title IX Coordinator shall use his or her best efforts to locate any witnesses named by the Grievant and Respondent and to interview any available witnesses. Interviews may be conducted in person or by telephone.

VII. Designation of Title IX Coordinator

It is the goal of the College that the investigation process be adequate, reliable, and impartial, in order to fairly and adequately process grievances filed under this procedure and do so in a timely manner. Before or during the investigation process, the Title IX Coordinator may designate any other individual, to conduct the investigation in the place of the Title IX Coordinator to ensure adherence to the requirements of Title IX and its implementing regulation. The designee shall discuss with the College's Title IX Coordinator the facts and evidence discovered during the investigation.

VII. Timing of investigation

The investigation process should be completed within fifteen business days from the date of commencement of the investigation. If, in the judgment of the Title IX Coordinator, particular circumstances require that the investigation period be extended, the Grievant, and the Respondent will be notified that additional time is required to complete the investigation. The notice shall include a date by which the investigation will be concluded, which should be no longer than fifteen business days from the date of the notice.

IX. Findings of investigation

Upon conclusion of the investigation, the Title IX Coordinator shall set forth in writing the findings as to whether the results of the investigation uphold the grievance or whether the grievance is denied as being unsupported by the results of the investigation. The written report will be completed within one week following the conclusion of the investigation.

X. Delivery of report

A copy of the report will be delivered to the President of the College, the Grievant, and the Respondent within three business days of its completion. For all delivery requirements under these grievance procedures, delivery shall be deemed to have been made as of the date of hand delivery, mailing by first class mail, or transmission by fax.

XI. Remedial Steps

If the report of the Title IX Coordinator finds that sex discrimination has occurred (including sexual harassment and sexual violence), the College will thereafter take such steps as are necessary to ensure that the discriminatory effects on the Grievant, and others, if appropriate, are corrected. The College will also take steps to prevent recurrence of any such discrimination.

XII. Right of appeal

If either the Grievant or the Respondent is dissatisfied with the findings of the investigation report, they may file an appeal with the Title IX Coordinator. The appeal must be in writing, signed by the person making the appeal, and must be delivered to the Title IX Coordinator within ten calendar days of the date the report was delivered to the person who is filing the appeal. If the Title IX Coordinator determines that the appeal is not timely filed, no further action shall be taken in regard to the appeal.

XIII. Hearing on appeal

If a timely appeal is filed, the Title IX Coordinator will take steps to arrange for the selection of a hearing panel and schedule a hearing on the grievance. The hearing shall be held within fifteen

calendar days of receipt of the appeal. The hearing panel shall consist of three members; one chosen by the Grievant, one chosen by the Respondent, and one chosen by the Title IX Coordinator. The individuals chosen must be current faculty, staff, students, or employees of the College, and unrelated by blood or marriage to either the Grievant or Respondent, in order to be eligible to serve on the hearing panel. The panel members shall designate one of their members to serve as chairman of the panel. The Chairman shall commence and end the hearing and maintain order during the hearing process.

XIV. Hearing Procedure

To protect the confidentiality of the parties involved, the hearing shall be a non-public hearing unless both the Grievant and the Respondent request that the hearing be public. This is an internal grievance proceeding, and neither the Grievant nor the Respondent has a right to representation by an attorney or any other agent at the hearing. The Grievant and the Respondent shall have the right to present witnesses and evidence to the panel, and to question witnesses. The Grievant and the Respondent also shall be entitled to make an oral statement to the panel at the commencement of the hearing to state their position as to the grievance, if they wish to do so. The panel members also may ask any questions of the witnesses, the Grievant, and the Respondent, which the panel deems relevant to the matter.

XV. Decision of hearing panel

At the conclusion of the hearing, the panel shall meet privately to reach a decision as to whether the finding contained in the written report should be upheld. A majority of the panel must vote in favor of a decision, in order for the decision of the panel to be valid.

XVI. Delivery of panel decision

The decision of the panel shall be reduced to writing, signed by the panel members voting in favor of the decision, and shall be delivered to the President of the College, the Title IX Coordinator, the Grievant, and the Respondent within three business days following the conclusion of the hearing.

XVII. Final appeal

If either the Grievant or the Respondent is dissatisfied with the decision of the appeal panel, they may file a final appeal with the President of the College. The appeal must be in writing, signed by the person making the appeal, and must be filed within seven calendar days of delivery of the panel's decision to the person making the appeal. If the President determines that the appeal is not timely filed, it shall be dismissed without any action taken. Upon receipt of a timely appeal, the President of the College shall review such materials regarding the grievance, as the President deems necessary to make an informed decision as to the appeal. Within ten days of receipt of a timely appeal, the President shall issue a written decision regarding the appeal. A copy of the decision shall be delivered to the Title IX Coordinator, the Grievant, the Respondent, and the panel members. The decision of the President shall be final and non-appealable.

The final appeal process by the College President stipulates that he was not involved as a party or witness to the investigation, in which case the appeal shall be reviewed by the Chairman of the Board of Trustees. Any appeal must be filed within ten (10) days of the Title IX Coordinator's decision. The President shall render a decision on the appeal within ten (10) days of receipt of the appeal.

NOTICE:

Retaliation against individuals who file sex discrimination complaints or who participate in this grievance process is prohibited. Individuals who believe they have been retaliated against for filing a grievance or for participating in the grievance process should notify the College's Title IX Coordinator at the address and telephone number set forth above.

The College reserves the right to amend, change, or substitute, in whole or in part, any of the grievance procedures set forth herein, in the event there are changes in applicable law or regulations which require changes in these procedures.

Adopted June 2014

ALCOHOL and OTHER DRUG POLICY (AOD)

Great Lakes Christian College will adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. This program will incorporate the certification requirements of the Drug-Free Schools and Communities Act (DFSCA) of 1989, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86.

Standard of Conduct and College Sanctions

Great Lakes Christian College prohibits the unlawful possession, use, or distribution of drugs and alcohol by faculty, staff, and students on college property or at any college activity. The Employee Handbook, Faculty Handbook, and Student Handbook contain such prohibitions and provide sanctions for violation, up to and including discharge for employees and dismissal for students.

Legal Sanctions

Municipal, state, and federal laws strictly outline penalties--including fines and jail terms--for the illegal use, possession, or distribution of alcohol and drugs. Specific references to laws appear below.

Health Risks

The use of illicit drugs and the abuse of alcohol present major health risks, such as addiction, acute and chronic illness, and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unplanned pregnancies, and sexually transmitted diseases.

Treatment Programs

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to faculty, staff, and students through a variety of on- and off- campus resources. Some of these services and programs are without charge; other are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling Sparrow Health Care Systems – St. Lawrence, Addictions/Psychiatry Program, Lansing, MI, (517) 372-2112.

All faculty, staff, and students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available. All members of the College community, however, must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol at Great Lakes Christian College. Sanctions for such misconduct will be consistently enforced.

The Federal Government and the State of Michigan decide if and how a drug should be controlled. Prescription drugs psychoactive (mind-altering) are categorized according to a Schedule I-V which tells under what conditions a physician can prescribe the drug. This schedule also includes a drug's known and potential value, its potential for physical or psychological dependence, and the risk to public health. Penalties for the illegal sale or distribution of a drug are established using the Schedule I-V.

Schedule I drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (except phencyclidine-PCP), marijuana and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have a high potential for abuse, they also have some medical uses. Production of these drugs

is also controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamines and phencyclidine (PCP).

Penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale, or if it is a second offense, penalties are more severe. When establishing penalties for sale, marijuana and hashish are separated from this designation according to the schedule. The penalties are similar to those set for Schedule I and II drugs. Federal penalties for first offense sale of small amounts of Schedule I and II drugs is not less than five years and not more than 40 years. In the case of death or serious injury, not less than 20 years and not more than life. There is also a fine for the second offense of not more than \$2 million of individuals and \$5 million for other than individual.

State penalties for "delivery possession with intent to deliver, and manufacture" of less than 25 grams is mandatory one to 20 years; up to \$25,000 fine, or life probation. The penalty for possession of less than 25 grams is up to four years, or a fine up to \$25,000, or both. Both offenses are felonies. Use of Schedule I and II drugs is a misdemeanor which has a penalty of up to two years, \$2,000 fine, or both.

Schedule III, IV and V drugs have some potential for abuse, but less than I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All drugs in this category have medical uses, and their production is not controlled. Examples include some narcotics, chloral hydrate (IV), barbiturates (III), other depressants (III and IV), amphetamines (III), and other stimulants (III and V).

Federal penalties for a first offense sale of a Schedule III drug is not more than five years, and a fine of not more than \$250,000 per individual, and \$1 million, not individual. The penalty for first offense sale of Schedule IV drugs is not more than three years. The fine is the same as for Schedule III drugs. The penalty for first offense sale of Schedule V drugs is not more than one year and a fine of not more than \$100,000 per individual or \$250,000, not individual.

State penalties for the sale of some Schedule III drugs is a felony and has a penalty of up to seven years, or a fine of up to \$5,000, or both. The penalty for the sale of Schedule IV drugs is also a felony and has a penalty of up to four years, or a fine up to \$2,000, or both. The sale of Schedule V drugs is a felony too, and has a penalty of up to two years, or a fine up to \$2,000, or both.

Michigan Ordinances

- I. OUIL (Operating Under the Influence of Alcohol)
 - A. Description: A person, licensed or not, under the influence of alcohol, or drugs, or both.
 - B. Penalty: First arrest - not more than 90 days, or \$100-\$500 fine, or both.

- II. Permitting Person Under the Influence to Drive
 - A. Description: Allowing intoxicated person to drive in an area open to the public.
 - B. Penalty: Not more than 90 days, or \$100-\$500 fine, or both.

- III. Minor Possessing or Transporting in a Motor Vehicle
 - A. Description: Persons under 21 may not possess or transport alcohol in a vehicle.
 - B. Penalty: Not more than 90 days, or a fine of not more than \$100. Vehicle can be impounded.

- IV. Purchase/Possess/Consume by Minor
 - A. Description: Persons under 21 may not purchase, possess, or consume alcohol.
 - B. Penalty: Civil infraction: first arrest - \$25, second arrest - \$50, and third arrest - \$100.
- V. Impaired Driving
 - A. Description: A person driving in an area open to the public while impaired from alcohol, drugs, or both.
 - B. Penalty: Not more than 90 days, or a fine of not more than \$300, or both.

Alcohol Policy

Listed below are the standards of the Great Lakes Christian College community regarding the use of alcoholic beverages. The context for these community standards is that Great Lakes Christian College expects all faculty, staff, and students to comply with the state of Michigan laws about alcoholic beverages. In the state of Michigan, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. In addition, it is against Michigan law to sell or furnish alcoholic beverages to persons under 21 years of age. The goal of the community is that faculty, staff, and students will make responsible choices about whether or not to use alcoholic beverages. A responsible choice will vary from individual to individual. Because most Great Lakes Christian College students are under the legal drinking age, their choice should be abstinence; for those of legal drinking age, it should be abstinence or moderation. Some must choose abstinence because of their high risk for alcoholism. Everyone in our community, before consuming alcohol, should carefully consider their witness to others and the possible impact on others decision of whether or not to consume alcohol. The laws of the state of Michigan and the community standards ought to guide our community in decisions about alcoholic beverage use. Those who fail to respect these laws and standards risk the sanctions of this community.

- A. Possession and Consumption:
Great Lakes Christian College prohibits the possession and consumption of alcoholic beverages on College premises and at authorized College activities off College premises. The College also expects students who are underage to comply with State of Michigan laws regarding the possession and consumption of alcoholic beverages.
- B. Alcohol Containers:
Great Lakes Christian College prohibits the possession of any alcoholic beverage containers anywhere on College premises including vehicles.
- C. Drunkenness:
Great Lakes Christian College expects faculty, staff, and students of legal drinking age who choose to drink alcoholic beverages to be moderate in their consumption. Any consumption of alcoholic beverages that results in impairment or intoxication is a violation of community standards.

Tobacco Policy

Great Lakes Christian College is a tobacco free campus. Possession and use are prohibited while on campus or at a College sponsored event or trip. Violations of this policy will be turned over to the GLCC Judicial Advisor.

[for the Student Handbook Only]

Student Sanctions:

Controlled Substances

Great Lakes Christian College holds a zero tolerance policy for the abuse of controlled substances (in line with the Drug Free Schools and Communities Act and the Department of Education's supporting regulations (EDGAR Part 86 Subpart A 86.3). Most importantly, the intellectual, spiritual, and personal growth and well-being of both the individual and community is best served by holding everyone accountable for the use of such substances.

Sanctions for violation of the controlled substances policy:

- Zero tolerance means that misuse of a controlled substance will result in automatic dismissal.
- Students living in College housing will be given up to 24 hours to move off campus depending on the severity of the issue. In some cases students may be asked to leave campus immediately and arrangements will be made to obtain their belongings.
- Possession of a controlled substance on campus property will be reported to and dealt with by the local authorities. If controlled substances are found in a dorm room, all residents will be held responsible and liable for possession unless the "owner" can be exclusively identified.

Alcohol and Tobacco

The severity of the sanction will reflect the seriousness of the incident and the student's history of previous violations. Sanctions will range from:

- Warning
- Social probation, usually coupled with community service hours, special assignments, or monetary fines up to \$100.
- At the time of any disciplinary hearing for an alcohol violation, the Judicial Advisor or the Student Conduct and Reconciliation Committee will determine if an alcohol assessment is indicated and, if so, the student will be required to participate in the assessment if it is included in the disciplinary sanction.
- Repeated violations may result in suspension.

Medical Amnesty Law

To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, in 2012 the State of Michigan adopted a medical amnesty law to remove perceived barriers to calling for or seeking help.

- Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. The new law that was passed creates an exemption from prosecution for the following:
 - A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
 - Any minor (under the age of 21) who accompanied a minor (under the age of 21) who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
 - Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern. Great Lakes Christian College maintains the discretion to

refer the individual for appropriate educational intervention(s).

In cases where it may be in the best interest of the student and/or the college community, parents/guardians may be notified of alcohol and drug use by the student. Discipline records are not covered by FERPA.

[for the Employee & Faculty Handbook Only]

Employees Sanctions

Controlled Substances

Great Lakes Christian College holds a zero tolerance policy for the abuse of controlled substances (in line with the Drug Free Schools and Communities Act and the Department of Education's supporting regulations (EDGAR Part 86 Subpart A 86.3). Most importantly, the intellectual, spiritual, and personal growth and well-being of both the individual and community is best served by holding everyone accountable for the use of such substances.

Sanctions for violation of the controlled substances policy:

- Zero tolerance means that misuse of a controlled substance will result in automatic dismissal.
- Employees will be given 24 hours to remove their belongings from campus depending on the severity of the issue. In some cases employees may be asked to leave campus immediately and arrangements will be made to obtain their belongings.
- Possession of a controlled substance on campus property will be reported to and dealt with by the local authorities.

Alcohol and Tobacco

The severity of the sanction will reflect the seriousness of the incident, employee's history of previous violations, and work evaluations. Sanctions will range from:

- Warning
- Probation
- Termination

Medical Marijuana Policy

Medical marijuana, which is prescribed for healing purposes, is prohibited at Great Lakes Christian College even though there may be State and local laws that permit its use.

Background: Great Lakes Christian College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs). As a condition of accepting this money, Great Lakes Christian College is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) of 1989, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86. The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Great Lakes Christian College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

Primary Prevention Plan

Environmental Management

- 1) Provide drug-free social gatherings and service opportunities.
GLCC's Department of Student Development is committed to providing weekly floor events, large on-campus events each month, and trips throughout each semester that provide an opportunity for students to create friendships and build a sense of belonging that results without the consumption of alcohol.
- 2) Promote Health Conscious Living
Coordinating with Creative Dining Services, Great Lakes Christian College works to provide students with nutritional information and advice for healthy living. Using a variety of programs including men's and women's health months, Residence Hall fitness challenges, provided Healthy Vending, and intermural sports. Great Lakes Christian College works to encourage students to live an active life and make wise choices in regards to their personal health.
- 3) Limit the availability of drugs on campus
In accordance with Federal and State of Michigan standards Great Lakes Christian College is committed to enforcing a drug free campus. Students who violate any of these campus standards risk being suspended or expelled from GLCC.

Preventative Education

- 1) New Student Orientation
Included in our week of New Student Orientation is the communication of our Core Values and Student Handbook. The main purpose of this is to communicate to students the campus identity GLCC is working to create. Part of our identity is valuing responsible consumption of alcohol and prohibiting the consumption of alcohol by minors. Students are exposed to many statistics and national trends in regards to alcohol consumption and binge drinking are provided the names and contact information of staff that can be reached if they ever need assistance.
- 2) All Hall Meetings
At the beginning and end of each semester residents on campus students are required to attend an All Hall Meeting. One of the purposes of these meetings is to discuss the expectations Residence Life personnel have for our on campus student community. These meetings also address issues that have arisen throughout the semester. All Hall Meetings provide an opportunity to explain to students why we are an alcohol free campus and the risks associated with consuming alcohol. It also offers to remind students of the staff who are always willing to support them if they need assistance in dealing with addiction or abuse of alcohol.
- 3) Men's and Women's Health Month programming
Great Lakes Christian College sets aside October and November to focus on health issues that affect respective genders such as Breast Cancer and Testicular Cancer. The larger purpose of these months is to focus on the importance of holistic personal health and provide students with educational-based programming. The programming includes: lectures from visit doctors, health challenges, daily health facts, panel discussions on current health issues, and fund raisers for foundations related to specific health causes. The programs include all aspects of personal health including the damage of alcohol and drug addiction and abuse.

Student Support

- 1) **Amnesty Policy**
If students are struggling with alcohol abuse, addiction, or binge drinking and seek assistance and help on their own accord they will not be punitively disciplined by the Student Conduct Committee. Great Lakes Christian College strongly encourages students to seek help when they need it so when a student comes forward asking for help, he or she will be given it. The Amnesty Policy carries the expectation that a student seeking help truly wants to change and will do their part to make it happen. If, under the discernment of the Dean of Students and the Student Conduct Committee, it is determined a student is not making notable improvements in the habits regarding alcohol the student may open themselves up for sanctions from the Student Conduct Committee.
- 2) **Counseling**
A GLCC counseling intern is willing to meet free of charge with any student who desires it. If the student isn't comfortable meeting with the intern the Dean of Students, Campus Life Coordinator, and many other staff and faculty are willing to meet on with students to provide counsel, accountability, and guidance.

Annual Notification

Great Lakes Christian College will provide written notification to students and employees on an annual basis of the Colleges Alcohol and Illegal Drug Policy as required (EDGAR Part 86 Subpart A 86.3). GLCC will make every effort to ensure distribution (opposed to simply making them available) to each and every student and employee. The notification will include the entire policy that includes the following requirements:

1. Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the abuse of alcohol or use of illicit drugs.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students.
5. A clear statement that GLCC will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

Forms of notification may include:

Students

- Student Handbook (assuring every student gets a copy)
- Email policy to every student (DOE does not have a policy allowing for email to satisfy this requirement as of July 2014)

Employees

- Include in employees' pay vouchers
- Include with W-2 forms
- Faculty and Staff Handbooks

Biennial Review

NOTE: This policy, its enforcement, and the prevention program/s will be reviewed on a biennial basis as required by EDGAR Part 86. The review is to have two objectives:

1. To determine the effectiveness of, and to implement needed changes to, the AOD prevention program.
2. To ensure that GLCC enforces the disciplinary sanctions for violating standards of conduct consistently.

The Biennial Review will consist of the following:

1. Descriptions of the AOD program elements.
2. Statement of AOD program goals and a discussion of goal achievement.
3. Summaries of AOD program strengths and weaknesses.
4. Procedures for distributing annual AOD notification to students and employees.
5. Copies of the policies distributed to students and employees.
6. Recommendations for revising AOD programs.

Attachments:

U.S. Department of Education, Office of Safe and Drug-Free Schools, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators, Washington, D.C., 2006.

Primary Prevention Paper, Matthew Allison MA, Professor of Psychology /Counseling, Great Lakes Christian College, 2013



COVID-19 Protocols

Est. 7/2020

Much has happened since March 11, 2020 – the day the Administration at Great Lakes Christian College made the decision to make the change to virtual classes the following Monday, March 16. We were hoping to resume face to face classes after three weeks. Little did we know, we would finish the semester with virtual classes and have to postpone Commencement until Saturday, August 29.

As we approach the 2020-2021 academic school year, it is necessary for us to have a plan in place so that we can all be informed of the expectations and procedures that will enable us to have a successful year. It is probably wishful thinking to believe we can go the entire year unscathed by the coronavirus but if we can follow the protocols in place, we have a much better chance of finishing the way we started. We believe that because of our small size, we can maneuver through the pandemic in ways that larger universities cannot. That being said, our two primary goals are: 1) to maintain the health and safety of our campus; and 2) to continue to uphold our mission in a way that affords us the best means of continuing in the future. This COVID-19 Plan is not static. It will continue to evolve as we move through this global crisis and as we receive new information and guidelines from the government and medical community.

The following plan is based on the following criteria:

- Fulfilling our mission
- Creating a quality educational platform for our students
- Providing a safe and healthy environment for our students and faculty
- Maintaining the campus culture for which GLCC is known
- Abiding by government and medical guidelines

We are looking forward to the coming school year. It is our prayer that this year may be a time of growth and achievement in a climate of safety and care. Please take time to read the information that is included in this document. If we all do our part, we can all accomplish the goals we are trying to attain. We must remember, getting COVID-19 does not indicate failure. It may appear on our campus, but if it does, let it be said that we did everything we could to keep our college family safe. Care must also be taken to avoid stigmatizing students, staff and faculty who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age, or gender. GLCC's campus should be a welcoming, respectful, inclusive and supportive environment to all. A special thank you to Johnson University for providing the template for this plan.

Criteria One:
Fulfilling our mission

The mission of Great Lakes Christian College is to glorify God by preparing students to be servant-leaders in the church and world.

This mission is not accomplished strictly in the classroom. It is a combination of classroom content, professor/student relationships, and student/student relationships. For on-campus students, we believe that our mission is accomplished when these are delivered in face to face encounters. Because of this reality, it is the desire of GLCC to offer its on-campus students face to face instruction to all that desire it. If it becomes impossible to provide face to face instruction, GLCC is prepared to do everything possible to simulate that experience either through virtual or online formats.

Because of circumstances beyond their control, not all students are affected the same way by the pandemic. GLCC will therefore deal with each student individually according to the nature of their needs. It is the responsibility of the student to make these needs known to the faculty and staff. We will do everything within our power to help facilitate a plan for success for every student.

Criteria Two:

Creating a quality educational platform for our students

On-campus classes for the Fall of 2020 will again be face-to-face. There will be adjustments in order to both remain compliant to the state and federal regulations as well as for the general safety of our students. Classrooms have been measured and maximum class sizes have been established for each room based on the 6 ft social distancing recommendations. In order to accommodate all classes, multiple sections of classes may be necessary. The use of masks will be in accordance with the Phase regulations that exist for the State of Michigan. Professors will have the choice of wearing a mask while teaching.

If a student tests positive or decides to self-quarantine, that student will transition to virtual learning for the duration of his/her quarantine.

If there is a wave of positive cases of the coronavirus forcing the closing of the campus, courses will again move to remote delivery. Because all classes will already be offered in a virtual format, this will be much more seamless of a transition than in the Spring of 2020.

This year, the Fall Break, October 12-13, 2020, will be cancelled in order to make a longer Thanksgiving break, November 23-27, 2020. If the data warrants it, there is a possibility that the fall semester will finish with virtual classes following Thanksgiving break.

Capacity in the Detro Library will be limited by seating. Students will be allowed to enter to check out books but if seating is taken, they must leave once they have their needed material.

The Knowles Learning Center lobby areas will have altered access. Students will be welcome to enter in order to meet with Professors but will not be allowed to study at the tables for extended periods of time.

The Tutoring Lab will be in compliance with social distancing.

The Computer lab will be in compliance with social distancing.

Criteria Three:

Providing a safe and healthy environment for our students and faculty

Students, faculty, and staff will be asked to abide by the Great Lakes Christian College Community Responsibility Pledge. It will be the basis for the safety and health of the campus community.

Great Lakes Christian College Community Responsibility Pledge

As a part of the GLCC On-Campus Community, I pledge to do everything within my power to keep my college family safe from the dangers of COVID-19. I acknowledge that this begins with being responsible for my own health, and being responsible for the health of others in close proximity and my extended college family.

The Responsibility for My Own Health means that I pledge to:

- Monitor myself for the symptoms of flu-like illness that could signal COVID-19 and immediately report to Student Life when I experience any of the following:
 - Fever of 100.4 or higher
 - Dry Cough
 - Difficulty Breathing
 - Chills and repeated shaking with chills
 - Muscle Pain
 - Headache
 - Sore throat
 - The loss of taste or smell
 - Wash my hands with soap and water or with hand sanitizer if soap and water are unavailable
 - Consider getting vaccinated when flu shots are available
- Why? Flu-like symptoms will trigger a COVID-19 response by the college, including using the quarantine housing for that student, thus using limited space for isolation. If the quarantine housing becomes full, it may trigger a shut down of face-to-face learning. It is in everyone's best interest to do whatever they can to limit the number of "false alarms" that the common flu can generate.

The Responsibility for Others in Close Proximity means I pledge to:

- Keep my clothing, personal items, personal spaces and community spaces clean and sanitized
- Refrain from having off-campus guests in my dorm room
- Cooperate with testing and contact tracing

- Carefully follow GLCC's' requirements to stay in place and quarantine

The Responsibility for the College Family means that I pledge to:

- Use every means possible to remain uninfected when I am off-campus
- Maintain appropriate social distancing
- Stay in my dorm room or at home if I feel ill, have any of the symptoms listed above or have been exposed to someone who is ill or has tested positive for COVID-19
- Wear an appropriate face mask in accordance with state guidelines
- Be a positive and supportive member of the campus community

Visitor/Activity Policy Guidelines

The following Visitor/Activities are allowed on campus in person, in accordance with the CDC and state and campus guidelines:

- Informal/recreational use of campus grounds and facilities by students and campus residents
- Chapel services and small groups
- Internal meetings, conferences, seminars
- Local travel in the Lansing area

The following Visitor/Activities are allowed on campus in person, in accordance with the CDC and state and campus guidelines, but with more restrictive guidelines being enforced by the sponsor:

- Campus Visits and tours
- Day Visits with student families
- Commencement
- Crew Events
- Intramural Recreational Activities
- Informal/recreational use of campus grounds and facilities by commuter students and faculty/staff
- In-state Travel

The following Visitor/Activities may be allowed on campus in person, in accordance with the CDC and state and campus guidelines, but with more restrictive guidelines being enforced by the sponsor or possibly virtual or online approaches:

- Trustee and Alumni Meetings
- Donor Functions
- Guest Speakers and Teachers
- Conferences including outside participants
- Athletic Events

The following Visitor/Activities will NOT be allowed on campus in person:

- Visitors in dorms or apartments for overnight stays

Expectations for Students returning to campus

- Students will not be expected to be tested for COVID-19 before returning to campus.
- Students will be expected to take a written health screening questionnaire and have their temperature checked before they move in.
- International students will be asked to arrive 14 days prior to classes starting and will be required to isolate for those 14 days.

Expectations for Students and Faculty/Staff entering the Administration Building, Student Mall, Classrooms, The Knowles Learning Center, and The Doty Center

- Only the doors closest to the cafeteria will be used for entrance from 7:30 a.m. - 11:30 a.m.
- Temperatures will be checked upon entrance to the building from 7:30 a.m.-11:30 a.m. daily. Temperatures will be checked at the Administration Building for entrance to the Doty as well.
- Everyone entering will be asked to consider the health screening questions from the GLCC Responsibility Pledge.
- Masks will be required to be in compliance with the state guidelines.
- Social distancing will be used.
- After 11:30 a.m., everyone entering the building will be asked to have their temperature checked at either the office of Linnell Buegar, Marie Riggs, or Greg Stauffer and consider the health screening questions.
- Coaches will take the temperatures of their teams before every practice.
- Temperatures will only be taken upon the first entry into the buildings every day.
- If a temperature is above 100.4 or there is a yes answer, the individual is expected to leave the building at once. They should notify Student Life of their condition and appropriate steps will be taken.

Expectations for Students and Faculty/Staff entering the Cafeteria

- Seating in the Cafeteria will be limited to 77 individuals. There will be outdoor seating when the weather allows.
- If the cafeteria is at capacity, diners will be asked to wait in a line outside the cafeteria for a seat to open for them to gain entrance into the dining room.
- If the cafeteria is at capacity, students will be permitted to get their meal and go outside.

Criteria Four:

Maintaining the campus culture for which Great Lakes Christian College is known

Great Lakes Christian College offers not only an excellent education, but also a quality campus community that is inclusive and encouraging. This experience helps create an Alumni network that is connected to each other and to the present students on campus. Although the coronavirus has changed many things about the way we do things, we are dedicated to still delivering a student experience that our students have come to expect.

Because so much depends on the campus community, the GLCC Responsibility Pledge is something we will be taking very seriously. A student who does not comply with the pledge will be subject to

disciplinary actions up to and including expulsion from campus. It is important that we all understand that it will take all of us to navigate the waters of this pandemic. It is absurd to think that we can escape every hint of the virus and wanton disregard for one's self and fellow students and faculty and staff is unconscionable. We are going to trust each other to keep us safe. If we can do that, the same quality events and activities that we have done in the past will be able to be continued into the future. Things like:

Crew Events

The Crew will still be organizing events and activities for student participation. They may not look like they did before but there will be plenty of opportunities to play and grow.

Chapel

Chapel will be moving back to the Doty Center for the pandemic. It will provide us with the proper social distancing space. Singing is something that we are continuing to monitor the data about to see what is the best practice.

Small Groups

Once again, our faculty and staff and community leaders will be leading small groups each semester. Sign ups will be the second week of classes and they will run for the semester.

Dorm Activities

Our RA's will once again be building community in our student housing. Be prepared for devotions, parties and late night discussions.

Criteria Five:

Abiding by Government and medical guidelines

As a dynamic document, the protocols in this plan will change as government and medical communities adapt their strategies to fight the coronavirus. The Michigan Plan of Phases means that as the state moves from one phase to another, the practices on campus will change to reflect those changes.

With the current phase and data, we are prepared to practice the following:

- Masks will be worn indoors at all times. Masks are not required outdoors if social distancing is possible. Faculty and staff will be allowed to remove masks in their offices.
- Bathrooms will be sanitized twice a day. Classrooms will be sanitized daily. The college has invested in numerous hand sanitizer dispensers and they are now placed throughout the campus. Resident Supervisors, Directors and Assistants will have access to sanitizing supplies for dorms and apartments.
- There will be a limited number of entrances to our buildings. Some events will have specific doors for specific persons.
- Once a COVID-19 Vaccination is safe and available, we will be encouraging everyone to receive one.

- At least two rooms are being left vacant for the purpose of quarantine. These rooms, located in the Men’s Dorm, are three room dorms that will house male or female students in isolation after confirmation of contracting COVID-19. They will remain there until they either return home or cease showing signs of the virus. They will be able to attend classes virtually and receive meals from the cafeteria.
- GLCC will suspend face-to-face delivery and move to virtual learning before Thanksgiving if the number of cases begins to approach our quarantine capacity.

Great Lakes Christian College Athletics COVID-19 Protocols

Please note that the screening requirements are based on data that is currently available.
As findings related to COVID-19 continue to develop,
this information will be evaluated and updated accordingly.

SCREENING

A Timing

Beginning August 10, coaches, student-athletes and those in close contact with student-athletes are required to be screened each day a practice or team activity occurs. For competition, all game-day participants (student-athletes, coaches, support staff, officials, etc.) are required to be screened within six hours of the beginning of the contest. All screening must be done by an athletic trainer or designated healthcare professional. If an institution does not have an athletic trainer or healthcare professional on site, it will be the responsibility of the host institution to conduct all prescreening requirements for the visiting team(s).

B Screening must include:

1. Monitoring of the temperature of each participant, specifically monitoring for a fever ≥ 100.4
2. Observation or self-reported feelings of illness
3. Medical history questioning related to common COVID-19 indicators and exposure to the COVID-19 virus

The screening process will identify student-athletes, staff or other game-day participants who should be withheld from participation and referred for further evaluation or COVID-19 testing.

C Removal from and Return to Competition or Practice

If a student-athlete is withheld from participation through the screening process, he or she must: 1) Quarantine immediately for two-week period; 2) Consult with a healthcare professional; and 3) Continue to be withheld from athletic activities until he or she receives a release from a healthcare professional or a negative PCR test.

TESTING

Removal from and return to competition or practice, exposure to someone who tested positive, or tested positive.

If a student-athlete tests positive, he or she must:

1. Isolate immediately for two-week period
2. Consult with a healthcare professional
3. Continue to be withheld from athletic activities until he or she receives a negative PCR test.

SPECTATORS

Great Lakes Christian College will not have bleachers or seating for home *outdoor* events, as result spectators will be required to bring their own seating. Great Lakes Christian College will require that all local and state guidelines are followed. Temperature screenings will be required for spectators for indoor sporting events. Masks will be required indoors at this time unless the government states otherwise.

Indoor sporting events will not allow ROAD fans.

Indoor spectators will be limited to student athletes' family members, students, faculty, and staff. Social distancing measures will be followed for spectators at all events.

Indoor Events:

- Great Lakes Christian College will follow all government and state mandates concerning group sizes for events.
- Student Athletes will be allotted three family members per game. Student Athletes need to confirm their three attendees at least 48 hours prior to game date with Director of Athletics
- Student Athletes will not be allowed to use other student athletes unused family member slots
- If Student Athletes want to exceed their limit of three family members requests must be submitted one week prior to game date. Requests will be accommodated if possible.
- Senior day will have special accommodations for student athletes and their families.
- Families will be asked only to stay for their student athletes game, to make room for families of student athletes on the other team.

ROAD GAMES

All student athletes and coaches will be screened prior to departure for all trips. Anyone who does not pass screen protocols before departure will not be permitted to travel. Masks will be recommended for travel.

FACILITIES

- A Road Teams/Other Game Personnel
1. There will be clear signage for entrances for opponents and officials. Teams and game personnel will enter through the side entrance of the Doty Center to avoid entering the same entrance as fans.
 2. Road teams and game personnel will have screening stations as they enter the building. After the screening process, teams and personnel will be shown to their locker rooms.
 3. Masks will be required when visiting the Athletic Trainer.
 4. The Athletic Trainer will have two training tables set up to accommodate the home team and road team.
- B Sanitation
1. Personal protective equipment (PPE) and training for athletic trainers and custodial staff will be available.
 2. Hand Sanitizer Stations will be installed throughout the Doty Center.
 3. Athletic training tables will be disinfected after each use.
 4. Locker Rooms will be sanitized before and after halftime as well as after the game.
 5. GLCC will not provide towels to opponents
 6. Water stations and benches will be disinfected after each game. In addition, fresh water in new water containers will be provided in between each game.
 7. Bleachers will be sanitized after each game.
 8. Shared equipment will be sanitized between games.
 9. Cleaning and Laundry Protocols can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- C Weight Room
1. Weight room cleaning procedures will follow the standards described at <https://www.nscs.com/contentassets/61c0fb0a476149848de009f1630fa457/nsca-covid-19-rtt.pdf>
 2. Social Distancing will be required in the weight room.
 3. Shirts and shoes are required in the weight room.
 4. Personal responsibility will be expected to maintain cleanliness and social distancing in the weight room.
- D Masks
1. Student athletes will be required to wear masks inside the Doty Center. Masks will be allowed to be taken off before practice, game or while in the weight room. Expectations are that masks will be worn until on field or court.
 2. Mask rules will be subject to change based on government and local mandates.

Section Six

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- Mr. Matt Wesaw, Treasurer of the Board 4-year term beginning 07/2023*
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*Second consecutive term (4-years) per 4/28/23 approval of amendment to the by-laws.

** Second consecutive term (2-years) per 4/28/23 approval of amendment to the by-laws.

Trustee Development Committee:

- Mr. Rick Stacy, Chairman
- Mr. Steve Higgs, Member
- Mr. Tim St. Louis, Member
- Mr. David Lund, Member

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