LAKE MICHIGAN COLLEGE

BOARD OF TRUSTEES

Materials for Regular Meeting

August 25, 2009

Submitted to

Board of Trustees

by

Robert Harrison, President

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AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Napier Avenue Campus – Nursing Education Center
August 25, 2009
6:00 p.m.

I. Call to Order

II. Roll Call

III. Setting of the Agenda

IV. Minutes of the June 23, 2009, Regular Board Meeting

V. Petitions and Communications from the Floor
Chairman's Comments

VI. President's Reports
A. President's Update ..... **Dr. Harrison**
Presentation
Energy and Construction ..... **Mr. Souden**
B. Instructional Services Report ..... **Ms. Dempsey**

VII. Old Business

VIII. New Business
A. Draft Password Policy ..... **Dr. Harrison**
B. 2009-11 Draft Agreement Between LMC and Chauffeurs, Teamsters and Helpers Union, Local No. 7 ..... **Dr. Harrison**

IX. Miscellaneous

X. Adjournment

BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NAPIER AVENUE CAMPUS
June 23, 2009

I. CALL TO ORDER

Chairman Moody called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:03 p.m.

II. ROLL CALL

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

III. SETTING OF THE AGENDA

Chairman Moody added Item B. Corporate Authorization Resolution, to the agenda.

MOTION made by Ms. Truesdell, supported by Ms. Hall, to approve the agenda as modified.

VOICE VOTE

APPROVED

IV. APPROVAL OF MINUTES

The minutes of the May 26, 2009 Special Meeting – Budget Hearing and the May 26, 2009 Regular Meeting stand as presented.

V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VI. PRESIDENT'S UPDATE

Dr. Harrison introduced Sarah Dempsey, the new Vice President of Instruction. Ms. Dempsey stated that she is very pleased to be coming to Lake Michigan College. She said she has a passion for community

colleges and noted the wonderful initiatives Lake Michigan College is undertaking as reflected in the recent self-study.

Dr. Harrison gave a brief update of the State Budget and its impact on Lake Michigan College. He noted that one of the potential cuts will be made from Renaissance Zone Funding. That would be a 13.2% ($415,158) impact on Lake Michigan College. Additional cuts may be made through the Financial Aid program in such a manner that it would make it more difficult for students to register for classes and it could decrease workstudy opportunities and Education Opportunity grant dollars.

TEACHING AND LEARNING

Dr. Selmon highlighted enrollment, Summer Institute, Career and Transfer Center, building capacity, Nursing program, National Science grant, faculty workshops, Scholarship fund raising at South Haven, Bertrand Crossing enrollment and Start Smart in South County.

Ms. Truesdell voiced her appreciation that Lake Michigan College is bringing agriculture programs to LMC.

Ms. Tomasini asked if the South Haven Rotary fund raiser might act as a model to other Rotaries.

FINANCIAL SERVICES

Ms. Coleman provided the financial report as of May 31, 2009.

Ms. Coleman reported that a strong financial indicator (Primary Reserve ratio) should be above 15%, but ultimately between 20% and 25%. It may likely dip if there is a need for building repairs and the like, but there should be a plan to bring it back up to the 20%-25% mark when that need arises.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

LMC Foundation Board of Director Appointments

When the Lake Michigan College Foundation Board of Directors met on May 20, 2009, members of the Board appointed the following people to three-year terms effective July 1, 2009 through June 30, 2012.

Members who were reappointed are:

- Jerrold Alberts
- Craig Erikson
- John Janick
- Kenneth Kozminski
- James Krzyzewski
- Karla Kissman Madison
- Liz Miller
- Lloyd Miller
- Melissa Moore

New member appointment is:
- Ray Hruby

During the meeting, the Board also elected Lloyd Miller as Foundation President and William Idoni as Vice President.

ACTION:
It was recommended that the Lake Michigan College Board of Trustees confirm the appointment and reappointment of the Lake Michigan College Foundation Board members, as presented.

MOTION by Ms. Hall, supported by Ms. Truesdell, to confirm the appointment and reappointment of the Lake Michigan College Foundation members, as presented.

ROLL CALL VOTE:	Yeas:	Truesdell, Williams, Hall, Dr. Maysick, Tomasini, and Moody
	Neas:	None
	Absent:	Bergan

APPROVED

BANK ACCOUNTS—Corporate Authorization Resolution
The Board of Trustees is responsible for setting authority levels for all banking activities. This includes opening and closing accounts, signing Merchant service agreements, renting Safe Deposit Boxes, determining authority levels to endorse checks, transfer funds and approve business debit card access, borrowing money on behalf of the College and transferring assets on behalf of the College.

ACTION

It was recommended that the Board of Trustees approve the resolution to authorize Mr. Pat Moody, Chairman; Ms. Barbara Hall, Secretary; Dr. Robert Harrison, President; and Deanna Coleman, Vice President of Financial Services the authority to approve the process of opening an account and depositing College Funds in a commercial bank and any other financial organizations. Levels of Authority include:

- Open or close any deposit account(s) in the name of the College
- Enter into written agreements on behalf and in the name of the Company, for Merchant Services Agreements, Remote Check Capture Agreements, or eBanking services
- Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box or Night Drop (Depository) Box in this Bank
- Sign the Corporate Authorization Resolution on behalf of the College and the Board of Trustees
- Determine authority levels to endorse checks and orders for the payment of money, approve business debit card access devices, or otherwise withdraw or transfer funds on deposit with this Bank

The above designates do not have authority, without a written resolution approved by the Board of Trustees, to:

- Borrow money on behalf and in the name of the Company, sign, execute and deliver promissory or other evidences of indebtedness
- Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Company as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment

MOTION by Dr. Maysick, supported by Ms. Tomasini, to approve the resolution to authorize Mr. Pat Moody, Chairman; Ms. Barbara Hall, Secretary; Dr. Robert Harrison, President; and Deanna Coleman, Vice President of Financial Services the authority to approve the process of opening an account and depositing College Funds in a commercial bank and any other financial organizations, as presented, with the addition that it would require two signatures to close an account.

ROLL CALL VOTE:	Yeas:	Moody, Truesdell, Williams, Hall, Dr. Maysick and Tomasini
	Neas:	None

Absent: Bergan

APPROVED

IV. MISCELLANEOUS

IX. ADJOURNMENT

MOTION by Ms. Hall, supported by Ms. Truesdell, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:45 p.m.

VOICE VOTE

APPROVED

_____

Mr. Pat Moody, Chairman

_____

Ms. Barbara Hall, Secretary

/ksl

A. PRESIDENT'S UPDATE

Lake Michigan College Energy and Construction Presentation

As our nation's need for energy increases, the demand is also on the rise for highly skilled workers who can help operate power generation plants safely and effectively, and maintain the systems that deliver energy to our homes and businesses. Lake Michigan College is taking the steps necessary to become a leading provider of regional energy industry training to help fulfill this need for skilled workers.

In fall 2008, the College launched its Energy Production Technology degree program in partnership with the Cook Nuclear Plant in Bridgman and Palisades Power Plant in Covert. In just twelve months, that program which focuses on nuclear plant operations and maintenance has enrolled one hundred ninety students who are training for local job openings that both nuclear facilities anticipate to have in the near future.

Tonight, Executive Dean, Career Education ***Dean Souden*** will provide an update on the College's Energy and Construction Programs.

MCCA Summer Workshop

The 2009 MCCA (Michigan Community College Association) Summer Workshop, *Leading During Challenging Times*, was held on July 23-24. LMC Board of Trustee Vice-Chair ***Judy Truesdell*** and Trustee ***Dr. David Maysick*** attended representing Lake Michigan College. Mark Miliron, CEO, Catalyze Learning International provided the keynote address, *Catalyzing Positive Change in Education: the Four Pillars.*

Additional presentations and topics covered at the workshop included:

- *Leading Through the Changes*
- *Maintaining Quality Programs and Services in Difficult Economic Times*
- *Scrutinizing Community Colleges: Trends and Challenges*
- *The State Budget, the Appropriations Process, and ARRA Money*

A1. INSTITUTIONAL ADVANCEMENT AND PLANNING

Gifts and Pledges

For reporting purposes, the following gifts have been received by the LMC Foundation during the period of June 1, 2009 through July 31, 2009:

June 2009

Gifts

AEP Restricted Scholarship	
American Electric Power	$200.00
Beta Sigma Phi Scholarship	
Beta Sigma Phi - Kappa Theta Chapter	$250.00
Brockway Restricted Scholarship	
Mr. & Mrs. David Brockway	$235.00
Burton Restricted Scholarship	
Mr. & Mrs. Elijah Burton	$341.00
Community Leadership Academy	
Michigan Works!	$1,500.00
Elfie Schults-Berndt Restricted Scholarship	
Mr. & Mrs. David Brockway	$224.00
Elijah Burton Endowed Scholarship Fund	
Mr. & Mrs. Elijah Burton	$159.00
Fab Lab	
Kathy Joyce	$270.00
Golf Outing	
American Electric Power	$200.00
Beaudoin Electrical Construction Inc	$200.00
Jespersen Family Restricted Scholarship	
Mr. & Mrs. Charles Jespersen	$225.00
Kenyon Scholarship	
Keith Kenyon	$10,000.00
Lakeland Valley Dental Assisting Society	
Lakeland Valley Dental Assistants	$100.00
LMC Alumni Association Restricted Scholarship	
Regina Ciaravino	$25.00
Kristi Clark	$25.00
Mr. & Mrs. Paul Landeck	$25.00
Brenda Layne	$25.00
Heidi Lull	$30.00
Mr. & Mrs. Roy Shoemaker	$25.00
Mr. Fred Malawski & Ms. Mary Jo Tomasini	$30.00
Cathy Yates	$25.00

Mainstage Endowment/Premiere Partners

Mr. & Mrs. John Bazan	$25.00
Mr. & Mrs. Stephen Beaty	$500.00
Janice Briese	$49.50
J R Brooks	$25.00
Mr. & Mrs. Richard Chubb	$100.00
Mr & Mrs Larry Daniels	$25.00
Mr. & Mrs. Jeff Edmunds	$400.00
Elaine Fluck	$34.80
Mr. & Mrs. Richard Ford	$300.00
Ray Grassl	$20.88
Mr. & Mrs. Marvin E. Grenke	$25.00
Mr. & Mrs. Michael Hanley	$100.00
Mr. & Mrs. Robert Heit	$50.00
Rolfe Jenkins	$500.00
Mr. & Mrs. John Johnson	$500.00
Mr. & Mrs. Peter Johnson	$500.00
Mr. & Mrs. William Johnson	$500.00
Mr & Mrs Stan Kapica Sr.	$125.00
Mr. & Mrs. Lester Knickerbocker	$100.00
Mr. & Mrs. Jerome Koch	$500.00
Mr. & Mrs. Tom Landis	$100.00
Mr. & Mrs. Richard Laney	$500.00
Patti Lee	$100.00
Mr. & Mrs. Greg Longpre	$200.00
Mr. & Mrs. William Marohn	$500.00
Chris Miller	$25.00
Mr. & Mrs. David Mitchell	$500.00
Mr. & Mrs. James E. Nord	$100.00
Zenobia Paeschke	$6.23
Mr. & Mrs. Dale Reuss	$100.00
Mr. & Mrs. Ronald Schramm	$100.00
Linda Sims	$150.00
Sandra Snodgrass	$200.00
Thomas Starks	$500.00
Mr. & Mrs. Victor P. Sulok	$200.00
Mr. & Mrs. Mark Tollas	$25.00
Mr. & Mrs. Emil Tomanek	$500.00
Mr. Fred Malawski & Ms. Mary Jo Tomasini	$100.00
Jeanne Tosi	$100.00
Mr. & Mrs. Robert Wallis	$100.00
Otis Watkins	$100.00
Mr. & Mrs. Charles F. Worthington	$100.00
Larry Wozniak	$125.00

Swerbinsky/Valentine Memorial Scholarship	
Reta Smith	$25.00
Tomasini Restricted Scholarship	
Mr. Fred Malawski & Ms. Mary Jo Tomasini	$116.00
Unrestricted	
Dr. & Mrs. Richard Bishop	$200.00
Upward Bound Restricted Scholarship	
The Frederick S. Upton Foundation	$1,123.00

Total Number of Gifts: 68 Subtotal: $24,389.41

Gifts In Kind

Dr. & Mrs. Bal Barot	Books – William Hessel Library

Total Number of Gifts-in-Kind: 1

Lake Michigan College
Gifts, Pledges & Grants Received
2008-09

MONTH	GIFTS/PLEDGE	GRANTS	TOTAL
July	29,287.97	1,112,403.00	1,141,690.97
August	45,117.05	6,352,367.00	6,397,484.05
September	2,326.60	0.00	2,326.60
October	32,475.00	668,286.00	700,761.00
Nov/Dec	20,650.00	1,114,545.00	1,135,195.00
Jan/Feb	49,292.68	0.00	49,292.68
March	200.00	515,050.00	515,250.00
April	2,775.00	46,445.00	49,220.00
May	38,578.00	15,000.00	53,578.00
June	24,389.41	0.00	24,389.41
TOTAL:	$245,091.71	$9,824,096.00	$10,069,187.71

Donors (June): 69
Donors Year-to-Date: 201

Last Year-to-Date Donors: 527
Last Year-to-Date Gifts/Pledges: $396,299.74

*The disparity between last year's dollars raised and this year's dollars raised is the $151,000 pledge received from the Lakeland Foundation in December 2007.

July 2009

Gifts

Carole & Don Hodgman Scholarship	
The Chicago Community Foundation	$10,000.00
Golf Outing	
Express-1	$200.00
Fiskars Construction Co	$700.00
H F Upton Restricted Scholarship	
Real Estate Information System of	$1,154.50
Southwest Mich Assn Realtors	$1,154.50
LMC Alumni Association Restricted Scholarship	
Mr. & Mrs. Otis Joseph	$25.00
Mr. & Mrs. Larry Miller	$25.00
Barbara Peeples	$25.00
Gladys Peeples Burks	$25.00
Mr. & Mrs. Gordon Schreiber	$25.00
Machine Tool Technology	
Society of Plastics Engineers	$500.00
Mainstage Endowment/Premiere Partners	
Mr. & Mrs. Eugene Akright	$25.00
Mr. & Mrs. Frank Alsup	$150.00
Mr. & Mrs. James Ashbrook	$200.00
Jean Christensen	$100.00
Don Young Insurance	$500.00
Mr. & Mrs. Patrick L. Duncan	$500.00
Erna Felgner	$50.00
Ann Habicht	$100.00
Mr. & Mrs. Don Hafer	$100.00
Mr. & Mrs. Duane Hafer	$100.00
Jo Ann Hartzell	$150.00
John & Nancy Anderson Fund	$600.00
Mr. W. Jack & Dr. Nanette Keiser	$575.00
Mr. & Mrs. Don Lyons	$100.00
Mr. & Mrs. Ronald Manthe	$100.00
Tara McKibben	$25.00
Barbara Radewald	$125.00
Roselynn Ruis	$1,000.00
Jo Sams	$100.00
Mr. & Mrs. Gordon Squires	$25.00
Mr. & Mrs. Michael Stype	$150.00
Clarijo Swiger	$100.00
Mr. & Mrs. John VanNewenhizen	$50.00
Betty Zellers	$100.00

Robinson Restricted Scholarship
Renee Williams $192.00
Unrestricted
John Knoll $50.00
Young Peoples Performance Restricted Fund
Doris Gast $6,192.09

Total Number of Gifts: 38 Subtotal: $2

Matching Gifts
Catch the Dream Restricted Fund
PPG Industries Foundation $10,000.00

Total Number of Gifts: 1 Grand Total: $10,000.00

Pledges
Concept to Promotion Scholarship
Concept To Promotion $2,000.00
Goering Harrison Elementary Education Scholarship
Mr. & Mrs. Robert Harrison $1,040.00

Total Number of Pledges: 2 Subtotal: $3,040.00

Gifts In Kind
Competitive Edge LLC Two Golf Shirts-Golf Outing
Four Winds Casino Gift Card–Golf Outing
State Farm Insurance Golf Balls, Hat & Tees-Golf Outing

Total Number of Gifts-in-Kind: 3

Lake Michigan College
Gifts, Pledges & Grants Received
2009-10

MONTH	GIFTS/PLEDGE	GRANTS	TOTAL
July	38,333.09	3,180,904.00	3,219,237.09
August			
September			
October			
Nov/Dec			
Jan/Feb			
March			
April			
May			
June			
TOTAL:	38,333.09	3,180,904.00	3,219,237.09

Donors (July): 44
Donors Year-to-Date: 44

Last Year-to-Date Donors: 20
Last Year-to-Date Gifts/Pledges: $29,287.97

Proposals

Title: Jobs, Education & Training (JET) – Kalamazoo County $1,486,000
Source: U. S. Department of Labor
Through Kalamazoo-St. Joseph Michigan Works!
Officer: Tim McGann, Executive Director of Workforce Services,
St. Joseph County & MPRI
Dates: October 1, 2009 – September 30, 2010
Match: $0
Summary: Lake Michigan College will operate the JET Program in Kalamazoo County. The Jobs, Education, and Training (JET) Program is designed to enable public assistance recipients to establish and maintain a connection to the labor market, while offering educational and training opportunities to increase the participant's income, thereby reducing or eliminating their family's need for public assistance for each of the following groups: (1) Family Independence Program (FIP) recipients, (2) Non-Custodial Parents (NCPs), and (3) Non-Cash Recipients.

Title: Scaling Up Breaking Through Up to $40,000
Pathways to Occupational/Technical Credentials
Source: Jobs for the Future/National Council for Workforce Education
Officer: Jenny Schanker, Transitional Studies Chair
Dates: October 1, 2009-September 30, 2010 (estimate)
Match: $0
Summary: The College will use funds for the development of effective pipelines for low-skilled adults into post-secondary career and technical programs. The goal is to transition these typically unemployed adults into "workers who study" by providing non-credit training in a career pathway, access to employment opportunities in this pathway, wrap-around supportive services, and opportunities to advance academic preparedness and entry into a credit-bearing post-secondary program.

Title: Line Mechanic and Wind Energy Programs $125,000
Source: Berrien-Cass-Van Buren Michigan Works!
Officer: Marge Zibbel, Associate Dean, Community & Business Services
Dates: September 1, 2009 – August 31, 2010 (Estimate)
Match: $0
Summary: The College will use funds for the development and implementation of two programs: (1) Line Mechanic and (2) Wind Energy. Students will be equipped with the education and skills to assume positions currently available in local energy companies.

Total No. 3 $ 1,651,000

Approvals

Title: Nuclear Education Program - Trade School Scholarship $36,485
Source: U.S. Nuclear Regulatory Commission
Officer: Marge Zibbel, Associate Dean of Community & Business Services
Dates: August 1, 2009 – July 31, 2010
Match: $0
Summary: Nine students will be provided continuation scholarships to complete the General Technology – Energy Production Technology Program. Each scholarship includes a six-month employment obligation at D.C. Cook Nuclear Plant or Palisades Nuclear Power Plant.

Title: Perkins - Local Annual $166,854
Source: Michigan Department of Labor & Economic Growth
Officer: Dean Souden, Executive Dean of Career Education
Dates: July 1, 2009 – June 30, 2010
Match: Cash - $108,000
Summary: Funds will be used for: 1) Special Populations services, provided through the Office of Special Populations and directed to students with disabilities and students in Career Education programs; and 2) part-time CTE advisor who will focus on advising CTE students to assure they have met defined pre-requisites.

Title: Perkins - Local Leadership $18,400
Source: Michigan Department of Labor & Economic Growth
Officer: Dean Souden, Executive Dean of Career Education
Dates: July 1, 2009 – June 30, 2010
Match: Cash - $18,400
Summary: Dean Souden will serve as liaison to the Michigan Department of Career Development. He will provide local leadership at the College for programs and activities including: communication and coordination, planning and financial management, assessment and evaluation, personnel supervision, professional development coordination, and curriculum development coordination. Grants funds will be used for salary and travel.

Title: Benton Harbor ConnectUp Partnership Fund $7,500
Source: ConnectUp
Officer: Selene Anderson-Thompson, Director of Upward Bound
Dates: October 1, 2009 – September 30, 2010
Match: $0
Summary: The Upward Bound Program staff will use funds for transportation costs. Students will be transported to the College three days a week during the academic year and five days a week for six weeks during the Summer Academic Institute.

Title: Title III Strengthening Institutions Program $391,647
Source: U.S. Department of Education
Officer: Dr. Paige Eagan, Chemistry Instructor
Dates: October 1, 2009 – September 30, 2010
Match: $0
Summary: Funds will be used to continue the College's project "Improving Student Success, Retention and Graduation through Transformation of the Science Program." Major activities will include: 1) renovation of remaining science labs/classrooms and associated prep rooms; 2) release of four physical science faculty for team course redesigns; 3) implement mandatory developmental science program; 4) continue equipping science labs with basic instrumentation; and 6) offer all biological science and physical science courses via the redesign methods. This is the third year of a five-year project.

Title: Upward Bound $324,632
Source: U.S. Department of Education
Officer: Selene Anderson-Thompson, Director of Upward Bound
Dates: October 1, 2009 – September 30, 2010
Match: $0
Summary: The Upward Bound Program is designed to provide academic and support services, including but not limited to, six-week Summer Academic Institute, tutoring, mentoring, Bridge program, workshops, career counseling and exploration, college visits, personal counseling, academic advising, and cultural events. The Upward Bound Program at LMC provides services and activities for students attending Benton Harbor High School. The project is designed to: 1) generate in individuals the skills and motivation necessary to be successful in the completion of a secondary education program; and 2) assist such individuals to enter and successfully complete a program of postsecondary education. This is the fifth year of a five-year grant.

Title: Alternative Energy Earmark $132,500
Source: Michigan Community College Association (MCCA)
Through the U.S. Department of Education's Fund for the Improvement in Postsecondary Education (FIPSE)
Officer: Ken Flowers, Technologies Chair
Dates: July 1, 2009 – June 30, 2010
Match: $0
Summary: The College will use funds to develop and implement a program to support the construction trades and specifically, "green" construction. The program will build on existing program capabilities and expand in collaboration with Northwestern Michigan Community College and Grand Rapids Community College.

Title: Student Financial Assistance Services $188,302

Source: U.S. Department of Education
Officer: Anne Tews, Director of Financial Aid
Dates: July 1, 2009 – June 30, 2010
Match: Cash - $32,987
Summary: The "Federal Work-Study Program" [FWS] provides campus work opportunities for students with unmet financial need. The "Federal Supplemental Educational Opportunity Grant" [FSEOG] provides financial assistance for students with financial need.

Title: Achieving the Dream: Community Colleges Count $100,000
Source: W. Kellogg Foundation/Lumina Foundation
Officer: Jenny Schanker, English/Chair, Transitional Studies
Dates: July 1, 2009 – June 30, 2010
Match: $0
Summary: Lake Michigan College will continue the Achieving the Dream initiative. Achieving the Dream is a multiyear national initiative to help more community college students succeed. The initiative is particularly concerned about student groups that have traditionally faced the most significant barriers to success, including low-income students and students of color. Achieving the Dream emphasizes the use of data to drive change, and is especially interested in closing achievement gaps. This is the second year of a four-year grant.

Title: Educational Opportunity Center $328,584
Source: U.S. Department of Education
Officer: L. Lynn Riptoe, Director
Dates: September 1, 2009 – August 31, 2010
Match: $0
Summary: The Educational Opportunity Center (EOC) Program serves 1,300 participants from Berrien, Cass and Van Buren Counties in Michigan and St. Joseph and LaPorte Counties in Indiana. The goal of EOC is to assist individuals in achieving their educational/career goals. This is achieved through GED tutoring/referral, career decision-making assessments, college placement tutoring, assistance with college admission and financial aid forms and assistance with enrollment in college. This is the third year of a four-year grant.

Title: Jobs, Education & Training (JET) – Kalamazoo County $1,486,000
Source: U. S. Department of Labor
Through Kalamazoo-St. Joseph Michigan Works!
Officer: Tim McGann, Executive Director of Workforce Services,
St. Joseph County & MPRI
Dates: October 1, 2009 – September 30, 2010
Match: $0

Summary: Lake Michigan College will operate the JET Program in Kalamazoo County. The Jobs, Education, and Training (JET) Program is designed to enable public assistance recipients to establish and maintain a connection to the labor market while offering educational and training opportunities to increase the participant's income, thereby reducing or eliminating their family's need for public assistance for each of the following groups: (1) Family Independence Program (FIP) recipients, (2) Non-Custodial Parents (NCPs), and (3) Non-Cash Recipients.

Total No. 11 $3,180,904

Marketing and Mendel Center Operations

Summer-long preparations have been underway on several Mendel Center Operations fronts. Mainstage staff, in cooperation with Marketing Services, have developed and implemented a Mainstage season marketing and promotion campaign leading up to the August 13 single ticket sales kick off and the August 23 Blues Traveler performance. Elements of the campaign include radio and newspaper advertising, a renewed web presence, free media with feature stories and interviews, direct mail, discount ticket offers and the establishment of a Mainstage Facebook page, which has already garnered nearly five hundred fans.

Conference and Event Services (CES) staff continues moving forward with the buy-local program. In an early roll out of the program, fresh local produce was introduced at an event of more than one thousand people. As the harvest season progresses, items will continue to be added to the inventory. CES has also been working with the Harbor Shores Golf Club at M-TEC℠ and provided hospitality for a number of events throughout the summer. The recent installation of new kitchen ovens is proving to be an investment that has improved food quality, while reducing preparation costs. Finally, the new catering guide is nearing completion and will be introduced in early fall.

The College introduced a new "Connections" e-newsletter that is being distributed to a growing list of more than five thousand college alumni, friends and faculty and staff. The newsletter updates readers on college news and issues, highlights achievements of students, faculty and staff, reports on community and college connections and more. Readers can access links to learn more about college programs, services and people. The plan is to send Connections every three to four weeks.

The College's Facebook Fan Page continues to grow. As of August 6, seven hundred forty-two fans were registered on the page. Marketing Services has developed the fan base through email contact of current students, alumni and potential students, inviting them to become a fan. We have Facebook invitation links on the LMC website and are including Facebook information in various publications. We have also invested in advertising on Facebook to promote the fan page. Content is posted

on nearly a daily basis and is pushed out to all fans of the page. Topics include campus events, student awards, "day in life" photos of what is going on around campus and anything else that helps to convey the personality of the College.

Check It Out Week, a series of informational workshops aimed at individuals considering enrolling in the fall was held June 13–18. Marketing Services developed and implemented promotion for the event, which brought in two hundred forty-one prospects, which Admissions is following up on this summer. Locations of the sessions and their attendance were:

M-TEC - Advanced Manufacturing	24
Bertrand Crossing Campus	13
Napier Avenue Campus – Transfer/Business	30
Napier Avenue Campus – Health Care	89
South Haven Campus	56
Registered for a session but did not attend	29
Total contacts	241

Promotion for fall semester is underway. Check It Out Week was considered the kick off of the fall recruitment promotion. We are continuing with the theme of "Extraordinary You" in radio, direct mail, print billboard and web efforts.

A2. ADMINISTRATIVE SERVICES

2009 Fall Opening Days

Fall Opening Days is scheduled for September 2-4. President ***Bob Harrison*** will provide the opening address. Dr. J. Michael Durnil, Interim President, GLAAD will provide the keynote address. In addition, college employees and the community will have several opportunities to interact with Achieving the Dream presenter Dr. Sanford Shugart, President of Valencia Community College.

Members of the Lake Michigan College Board of Trustees will assist ***Dr. Harrison*** in recognizing employees at the Employee Awards Luncheon. Advances in the College's technology will make it possible for employees to participate in major events from all college campuses. A copy of the program is included with this report.

FY 2010 Professional Development Fund Awards

Competition for the FY 2010 Professional Development Grants has resulted in the following awards:

- Full-time Faculty ***Gary Grannell***: to attend the 2009 Conference for Information Technology. Instructor ***Grannell*** will be participating in Track One, which is a special focus on Green Computing and its Implications for Community Colleges.
- Full-time Faculty ***Dr. K. Sundaram***: to develop an online orientation for college telecourses. ***Todd Blake*** and ***Mark Kelly*** will assist ***Dr. Sundaram***.
- Adjunct Faculty ***Sandra Lieberg***: to attend a public speaking workshop and gain information regarding starting a Forensics Club at LMC.
- Professional/Technical Staff ***Jodie Littlefield***: to provide funding towards further development in the instructional arena.

Sustainability "Green" Initiatives

In addition to the energy efficient windows and reflective roof installed under the Title III project, we are continuing to expand our use of waterless urinals, each saving 40,000 gallons of water annually, and by the start of Fall Semester, we will be demonstrating two Green Seal water fountains that will provide chilled water for students and visitors.

Title III, Phase I Science Renovation

Phase I of the Title III Science renovation was completed on August 17. The scope of the project involved renovating over 13,000 square feet of the Napier Avenue building, installing new energy efficient windows on the north face of Third Floor, C- and B-Wings, and installing a 38,000 square foot energy efficient white roof on C-Wing.

Newly renovated spaces created by this project include two flexible teaching laboratories, an Anatomy lab, a Physiology lab and a new Ceramics Art studio. Associated storage, lab prep rooms and a new adjunct office were also created.

Barnes & Noble Bookstore Renovation

A complete interior renovation of the Lake Michigan College Barnes & Noble Bookstore was completed on June 19. Features of the renovation include new flooring, new lay-in ceiling and lighting, along with all new display shelving for both merchandise and books. In addition to the finishes, the interior layout was redesigned to improve customer flow, bookstore operations and to improve merchandise security. The renovated entrance to the bookstore is now flanked by two floor-to-ceiling photographic murals depicting LMC students and academic life.

Harbor Shores Golf Course

Harbor Shores Golf Course opened for public play on July 13, operating out of their new club house and pro shop located in the M-TEC℠ facility. The College has leased 1,855 square feet of the facility to provide space for administrative offices, a small kitchen and pro shop for Harbor Shores. In addition, the vacant area south of the building was renovated by Harbor Shores to provide an outdoor eating and gathering area and a covered area for golf outings. There are also ninety parking spaces and a bag drop area for golf course patrons.

Mendel Center Kitchen Renovation

The Mendel Center Kitchen renovation was completed on July 20, and the kitchen was released to the Conference & Events Services staff for training on the new equipment. The renovation included the installation of new electric ovens, steamers, broilers and fryers. In addition, the fire protection system in the kitchen was upgraded to meet the most current code requirements. The Mendel Center electrical infrastructure was also upgraded to ensure reliable operation.

Student-based Initiatives

In response to a series of meetings with students last spring, several initiatives based on student input were undertaken. These included the installation of additional electrical outlets in the Hall of Pride to support laptop use in the new wireless areas. Outlets and new pendant lighting fixtures were also installed in the B- and C-Wing stairwells to improve the functionality of these spaces for the students.

Berrien County Brownfield Redevelopment Authority

Lee Van Ginhoven, Executive Director, Facilities Management was selected to fill a vacant seat on the Berrien County Brownfield Redevelopment Authority. The term of office will run until the next general election in the State of Michigan.

LMC Bookstore 2009 Year in Review

The College Bookstore continues to work throughout the year to improve the lives of our students and help our academic partners achieve their goals. Below are a few examples of what the bookstore did during the past twelve months to achieve these goals.

- Increased used book sales by 27% with the help of faculty turning in their book orders earlier.
- Increased trade book sales by 112% by hosting author signings, having bargain book assortments and promoting the national campus bestsellers throughout the year.
- Increased school supply sales by 32%. Added a medical supply section for our nursing students and a photo supply section for photography students. Also implemented an eco-friendly program, with a variety of recycled notebooks, pocket folders and filler paper, and a reusable tote bag.
- Increased convenience sales by 3%. Added a new natural organic section for a healthier option.
- Website sales grew 53%.
- Overall store sales grew 8% over last year from $1,614,123 to $1,736,152.

Strategies for the upcoming year include:

- Offer a growing selection of digital books. Currently we have fifty-three titles available for fall term.
- Introduce user-friendly *Registration Integration* system where students can reserve and order textbooks immediately after they register for a course online. Shopping carts are filled in automatically with the right books for each course, saving time and reducing the likelihood of errors. Students can also log in to the system at a later date and order the books they need.

Safety and Security

To assist with directions and emergency response time, we have implemented Entrance Identification for select entrances by displaying numbers which have been provided to Emergency Responders, such as Fire, Police and ambulance services.

News from the Roadside

LMC's Big Clean Team tackled litter again on the exit ramps at Snow Road and U.S. 31 in Berrien Springs during the second of three annually designated Adopt-A-Highway pickup periods on July 17.

A3. HUMAN RESOURCES

Payroll Report Year-to-Date

	July 2009	July 2008
Payroll and Benefits		
General Fund	**$1,313,927**	**$1,235,512**
Restricted Funds	**1,094,128**	**560,024**
Total Payroll and Benefits to Date	**$2,408,055**	**$1,795,536**
# of Employees		
General Fund	367	507
Restricted Funds	854*	97
Average # of Employees Paid	1,221	604

*Includes summer youth program

Employment Report

Posted Positions or Positions in the Hiring Process:

Academic Advisor, Napier Campus *(Replacement)*
Admissions Specialist, Part-time *(Replacement)*
Assistant Coordinator, JET, Kalamazoo/St. Joe Co., Part-time *(New position, grant funded)*
Business Services Liaison, JET, Kalamazoo/St. Joseph Co. *(New position, grant funded)*
Case Manager, JET Kalamazoo/St. Joe Co. *(7 new positions, grant funded)*
Case Manager, MPRI *(2 new positions, grant funded)*
Case Mgr/Instr. JET Kalamazoo/St. Joe Co. *(2 new positions, grant funded)*
Coordinator, JET, Kalamazoo/St. Joseph Counties *(New position, grant funded)*
Custodian, Mendel Center, Part-time *(Replacement)*
Director, JET, Kalamazoo/St. Joseph Counties *(New position, grant funded)*
Educational Coordinator, Education Opportunity Center *(Replacement, grant funded)*
Educational Skills Specialist (Engl.), Student Support Services *(Replacement, grant funded)*
Financial Assistant, Part-time *(New position)*
Generalist/Transcript Evaluator *(Replacement)*
Instructor, Energy Production Technology *(Replacement)*
MIS Data Entry Specialist, JET, Kalamazoo/St. Joseph Co. *(New position, grant funded)*
Program Manager, JET, Kalamazoo/St. Joseph Counties *(New position, grant funded)*
Retention/Training Specialist, JET, Kalamazoo/St. Joseph Co. *(New position, grant funded)*
Systems Analyst/Database Administrator *(Replacement)*
Utility, Part-time *(Replacement)*
Utility, M-TEC℠, Part-time *(Replacement)*
Utility, Napier Avenue Campus, Part-time *(Replacement)*

Appointments:

Doris Horton, Office Assistant, M-TEC℠
Mary Ann Olson-Seger, Career/Transfer Center Coordinator

Positions Filled:

Tiffany LaVanway-Blaskie, Office Assistant, Educational Talent Search
Mary LeRoy, Clinical/Lab Facilitator, Sonography
Sharon Metcalf, Administrative Assistant, Admissions & Early College
Patricia Moore, Office Assistant, Michigan Prisoner Re-entry Initiative
Christopher Roddy, Executive Dean, Arts & Sciences
Kimberly Sherman, Facilitator, Nursing Education Center

Recall from Layoff:

Robert Warburton, Maintenance Technician

Reassignments:

Kim Cobb, Administrative Assistant, President's Office and Advancement
Charlotte Cook, Accountant
Barbara Craig, Executive Dean, Bertrand Crossing Campus

Reassignments (continued):
Chad Dee, Business Office Manager, M-TEC℠
James Ellis, Director, Student Services, Bertrand Crossing Campus
Donna Gastevich, Director of Development
Stan Kapica Jr., Interim Junior Banner Application Administrator
Jodie Littlefield, Coordinator, Career Education
Tim McGann, Exec. Director of Operations, Workforce Serv., Kazoo/St. Joseph Co.
Scott Moyer, Program Manager, MPRI
Nichole Oh, In-Reach Site Supervisor
Karen Osborn, Cashier/Accounting Assistant
Brian Poynter, Assistant Director, JET, Kalamazoo/St. Joseph Counties
Michael Tucker, Executive Director of Operations, Michigan Works One Stop!
David White, Program Manager, JET, St. Joseph County

Resignations:
Jessie Borgman, Career Navigator
Kathryn Knight, Generalist/Transcript Evaluator
Dandrell McClinton, Custodian
John Rincker, Academic Advisor, Napier Campus
Donna Rummel, English Educational Skills Specialist, Student Support Services
Corie Shimunek, Admissions Specialist

Adjunct Faculty (spring):

Name	**Course Title**
David Jones	Clinical Experience D
Steve Martin	Energy Field Experience

Adjunct Faculty (Non-Credit):

Name	**Course Title**
Heidi Closson	Welding Academy (Michigan Works!)
John Closson	Welding Academy (Michigan Works!)
Margaret Edwards	Robotics I, II
Robin Greening	College Essentials-Pharmacy Tech Program
Jonathon Hollister	Robotics I, II Lab Assistant
Tara Joyce	Robotics I Lab Assistant
Cynthia Philip	ServSafe Certification (Michigan Works!)
Sam Volker	Energy Cohort Study Group Mentor (Michigan Works!)
Larry Yonker	MMMT (AEP DC Cook)
Leticia Zayas	College Essentials: AESA

B. INSTRUCTIONAL SERVICES

1. Student Services

Admissions

On June 26, LMC received a formal letter from the State of Michigan Department of Education indicating that the 2008 Summer Institute was in compliance with the policies and procedures which govern the State Board Continuing Education Units (SB-CEU) programs. This monitoring visit is required by the State of Michigan and was conducted on June 23. Over fifty high school educators have participated in the Summer Institute program and received continuing education credit.

Admissions staff presented college information to Eaton Corporation in South Bend employees who get full tuition reimbursement as part of their benefit package. There were approximately seventy employees in the presentation. LMC staff has been invited back to present again next quarter.

Advising and Retention

On August 3, the new advising portion of the Constituent Relationship Management (CRM) system went "live". This management system will assist in tracking students from their first contact with our Admissions staff through attainment of their educational goal and/or transfer. The CRM is now the location of the individualized Student Educational Plan developed by Advisors with each student, as well as the location of recorded student advising contacts. The in-depth development of the advising portion of this system will greatly enhance the Advising Departments ability to track student contacts and provides a new tool for managing and reporting on student progress and retention.

Educational Opportunity Center (EOC)

Educational Opportunity Center staff has experienced an increase in the number of adults seeking degree or certificate program enrollment, which brought participant numbers to one thousand six hundred, exceeding the target number of one thousand three hundred participants for this grant cycle.

Student Support Services (SSS)

Crusin' for a Cure was this year's theme for the American Cancer Society Relay for Life held on June 27-28 at the Berrien Springs Fairgrounds. More than one hundred teams from southwest Michigan participated, raising over $450,656.98. The **LMC *Waverunners***

showed how teamwork works. LMC SSS students and staff raised over $1,400.

Upward Bound (UB)

On August 1, the Upward Bound staff, scholars and chaperones returned to Lake Michigan College after completing their 2009 Summer College Tour in Illinois and Missouri. A total of twenty-four attended this trip, including two 2008 UB graduates who served as peer chaperones. Colleges visited included Southern Illinois University, St. Louis University, University of Missouri and Truman State University. The college tour concluded in Springfield, Illinois, where the group toured Lincoln's Tomb and the War Memorials. Other attractions included visiting the Gateway Arch in St. Louis, Busch Stadium to watch the St. Louis Cardinals and L.A. Dodgers baseball game, and the YouZeum (a museum about the body and its functions), in Columbia, Missouri.

Grant Programs/Students Served Monthly Report:

Program	# of LMC Students	# of Non-LMC Students	Comments:
Educational Opportunity Center (EOC)	61	1531	tal: 1592
Educational Talent Search (ETS)	0	589	ETS serves 6-12 grade students in the Benton Harbor & Covert school districts.
Special Populations	27	0	
Student Support Services (SSS)	182	0	
Upward Bound (UB)	0	65	

Intercollegiate Athletics

The Lake Michigan College Athletic Department held several summer camps, which included the Softball Team's first camp. The campers included Berrien County and Cass County residents. The Baseball camp, which lasted for three days, also gave one-on-one attention to those that participated. The combined Basketball Camp had a total of forty-nine campers, with four of those campers being female.

Financial Aid

The LMC Financial Aid Office is continuing to process financial aid applications for the 2009-2010 academic year. To date, we have received FAFSA applications for four thousand three hundred eight potential students. This is an increase of 46% from 2008-2009, based on the number of applications at the same time last year, and an increase of 82% from 2007-2008. In addition, we have received four hundred fifty-five LMC scholarship applications for the 2009-2010 academic year. This is an increase of 52% compared to the same time last year.

Records and Registration

The One Stop Computer area has been rearranged to facilitate expanded Student Self Service. Currently, six computers are dedicated to Application for Admission, FAFSA, Registration and FLEX pay activities. We have experienced significant increase in usage.

July Processing Counts:

LMC Transcripts Processed:	547 (505 official, 42 student)
Transcripts Evaluated:	49
Pre-Graduation Audits:	35
Enrollment Verifications:	23
Applications for Admission:	420 (391 web, 29 paper)

2. Career and Technical Education

Career Education enrollment for fall 2009 is up 10.9% in headcount and 54.2% in contact hours across all programs. As a percentage of all enrollments, Career Education is up 2% in headcount and 5% in contact hours.

LMC has received $132,500 from a congressionally-directed grant, to establish a Green Construction training program to increase the number of building practitioners skilled in using green technologies. A sixteen-member Green Construction Advisory Board (GCAB), comprised of senior-level managers from a range of industries in Southwest Michigan, unions and governmental agencies, will advise the College on the on-going development of this program. ***Aaron Closson*** has been hired as the program coordinator. He is the College's first Green Construction certified building instructor.

Line Mechanic Program

In collaboration with Michigan Works!, Lake Michigan College expects to receive funds to develop:

- A Line Mechanic Certificate program that leads to an industry recognized certificate for ten students

- A curriculum that leads to an Associate's Degree with a concentration in Wind Energy Technology (WEP) for two full-time Michigan Works! referred students.

The program will use industry specific curriculum and will be based at the Bertrand Crossing campus.

Community and Business Services

Sixteen students are participating in an accelerated, intensive summer series in the College's Energy Production Program. This curriculum consists of five academic classes, a non-credit workshop on employability skills, an instructor-led study group and Lunch 'n Learns with mentors from area power plants.

Over one hundred ninety students are enrolled in the Energy Production Technology Program, heavily supported by area industries. One student graduated and is interning at Palisades. Twelve students participated in corporate-sponsored, paid internships this summer, six at Cook and six at Palisades. Five more internships will be available at Palisades this fall.

Nine scholarships worth a total of $40,000 will be awarded this year for this program through the U.S. Nuclear Regulatory Commission. The Entergy Charitable Trust has renewed their scholarship commitment for a second year, with a commitment of $27,567 for part-time students.

Upon a request from Michigan Works!, LMC will offer Manufacturing Fundamentals utilizing Regional Skills Alliance (RSA) dollars from September 21-October 16 for twenty-four students. Michigan Works! is aggressively marketing this program to the public and its clients.

A summer Welding Academy is nearing completion at M-TEC℠. The Academy provides two hundred forty hours of training and gives students hands-on experience in mig, tig, stick and flux cored welding. Two more Academies are scheduled for fall, one at M-TEC℠ and one at Niles High School.

In response to a new hospitality industry law requiring a certified supervisor on staff, four sessions of ServSafe testing were offered at M-TEC℠ in late June. Sixty- four students were certified as a result.

Customized Training

"Spanish for Bankers," a sixteen hour course, was conducted twice at United Federal Credit Union. Over forty employees successfully completed the program. We are exploring "Spanish for Bankers II" based on the success of the first program.

AEP, Cook Plant contracted with LMC to run three sections of Machine Tool Technology Training at M-TEC℠ for their technicians.

Workforce Training Institute

The open-enrollment continuing education course schedule is in the hands of our area workforce. New course offerings this fall include 911 Dispatcher Training and a small business resource series offered in collaboration with the Four Flags Chamber of Commerce.

Corporate Sponsored, On-site Degree Programs

A "Principles of Management" class was offered this summer at the Four Winds Casino and enrolled twenty-three employees. This is the second credit course LMC has provided on-site at the casino and will go toward an associate degree in business.

Business Administration

The first career forum specifically for high school hospitality/culinary instructors was held on June 15. Topics discussed included how students can be encouraged to continue their education and attend college.

In July, LMC secured an endowment of $50,000 from Michigan Pizza Hut for the Hospitality Management Program to assist in building this popular program. One $1,000 scholarship per year will also be awarded to students meeting this scholarship program's criteria.

Nursing

LMC will graduate thirteen students from the PN Program this summer. These students will now be eligible to sit for Boards to become Licensed Practical Nurses.

Fifty-five students graduated from the RN-AD Program in May 2009.

Ninety-seven students have qualified for placement in the PN/RN first year class. Seventy-six students will be entering the second year RN-AD Program in the fall.

Medical Imaging

A total of eighty-four students are enrolled this fall in one of the three medical imaging programs offered at LMC. These programs are MRI, Radiologic Technology and Ultrasound.

3. Arts & Sciences

Sophomore student, *Eric Gorenflo* of St. Joseph recently won second prize in the 2009 national Psi Beta undergraduate research competition. *Mr. Gorenflo's* research report compared the social support networks of members of sexual minorities to those of heterosexual individuals, as well as comparing the relative locus of control scores for both groups. His use of the social convoy measure had never before been employed for that particular comparison. He received a $300 scholarship and was honored at the American Psychological Association national convention, held this year on August 6-9 in Toronto, Canada. ***Judy Buchalski*** was *Mr. Gorenflo's* faculty research mentor. Over the past ten years, LMC students have taken first, second or third prize in this competition.

Dr. John Gardner, recognized expert on the freshman year experience, visited LMC on August 20 to talk with faculty and staff about building organizational structures that support student success. Dr. Gardner's visit is made possible through the College's participation in Achieving the Dream (ATD), a national project which emphasizes the use of data to improve student retention and success.

In addition to Dr. Gardner's visit, the College's two Achieving the Dream coaches, Dr. Christine McPhail and Mr. Charles Van Middlesworth, were on campus on August 6 to work with ***Jenny Schanker,*** ATD project director, and a variety of staff to discuss our progress toward LMC's goals and to provide consultation services toward meeting the College's objectives. Areas of focus include revising curriculum in developmental mathematics, implementation of a revised developmental reading and writing course and continued development of our case management advising system. Increased professional development for faculty and staff, as well as greater use of data to guide decision-making are additional priorities for 2009-2010. LMC was awarded $400,000 in 2008 from the W.K. Kellogg Foundation to conduct this project and is one of just eighty-four colleges in the United States selected to participate in the ATD initiative.

4. **South Haven Campus and Community Education**

The fall 2009 Community Education brochures were sent to 4,000 households in the area. Over one hundred fourteen classes are listed and include workshops about the environment, small business, finding a job, handling personal finances, photography, writing and many other topics. In addition, we created an electronic monthly newsletter to further advertise these classes to those who wish to receive it via their computer.

In partnership with the City of South Haven, the South Haven campus now has a temporary full-sized skateboard park on its east parking lot. Due to the construction of a new water intake system along South Beach, the skateboard park had to be relocated.

Over sixty students from the Allegan Area Educational Service Agency (AAESA) completed a College Essential class at the South Haven campus on August 12. The College partnered with AAESA in this summer stimulus-funded program that targeted 18-24 year olds. **S**tudents participated in job-related presentations and career exploration. Each student was advised and received a certificate of completion, an opportunity to enroll in a class and receive one free credit hour. Research will be conducted on the benefits of this pilot program.

Spring/Summer enrollment at the South Haven campus was very strong. One hundred ninety-five students enrolled during the spring semester, a 13% increase from last year. One hundred sixty-one students enrolled summer semester, an 18% increase. The total number of credit hours earned for both semesters was 1,452, an approximate 30% increase over last year.

Noble Industries (formerly Pullman Industries) closed its last manufacturing plant in South Haven on July 20, leaving hundreds of area citizens suddenly unemployed. The South Haven campus partnered with the Michigan Works! office to provide a Noble Industries Employees' Information Day on campus.

The Community Education Division of the College was proud to once again co-sponsor the 20th Century at War display at this year's World War II re-enactment held in St. Joseph. The College and Lest We Forget organization will continue with its efforts to inform the community about our legacy wars and highlight those who served in our military in its fall series on the Vietnam War.

5. <u>Bertrand Crossing Campus</u>

Members of the Bertrand Crossing Association and Bertrand Township were introduced to the initial plans to install a wind turbine on the Bertrand Crossing campus and its potential utility worker lineman training at a special meeting on July 21.

July 28 was emergency preparedness day at the Bertrand Crossing campus. The faculty and staff met to spend a day preparing for an emergency. The program, coordinated by ***Steve Silcox***, included CPR/AED training from the Red Cross and Fire Extinguisher training from the Bertrand Township Fire Department, for which the group received certificates. Captain Corey Burks, Coordinator, Berrien County Emergency Management and Homeland Security discussed lockdowns and our emergency alert pagers and guided the group through a conversation of the worst kind of what-ifs.

Brandywine Superintendent John Jarpe brought his school district's Strategic Planning Committee together again at the Bertrand Crossing campus on August 12 to wrap up the plan it will take to the school board in September.

The eighteen Michigan Works! graduates of the first non-credit Pharmacy Technician certificate program graduated on August 19 at a reception hosted by program coordinator ***Deb Gillespie***. Speakers included Michigan Works! representatives and instructor ***Lorrie Vosburgh***. The students were selected from a group of over one hundred applicants. In spite of the tough market, several of the students have secured employment. In addition to preparations for the certification exam they will take in November, the students also completed the College Essentials course, and took Key Train training to improve their NCRC WorkKeys scores. All students received Silver and Gold levels on WorkKeys.

VIII. NEW BUSINESS

A. Password Policy

Lake Michigan College needs to establish standards for the management of passwords that prevent unauthorized user access that compromise information security. The College recognizes that password controls are a critical component for managing computer security; as such, all college employees, including contractors with access to college systems are responsible for taking the appropriate measures to safeguard college information, protect individual privacy and deter identify theft.

ACTION

We recommend that the Lake Michigan College Board of Trustees approve the Password Policy, as presented.

Password Policy

Office of Origin: Information Technologies
Date Adopted:
Date Reviewed:
Last Date Modified & Approved:

Policy Statement:

Overview
Lake Michigan College will establish standards for the management of passwords that prevent unauthorized user access that compromise information security. The College recognizes that password controls are a critical component for managing computer security; as such, all College employees, including contractors with access to College systems are responsible for taking the appropriate measures to safeguard College information, protect individual privacy and deter identify theft.

Scope
The scope of this policy includes all personnel who have any form of access to systems that reside at any College facility, that are attached to the College network or access to any external system that hosts College data.

Responsibility: Executive Director, Information Technologies & Institutional Research

B. 2009-11 Draft Agreement Between Lake Michigan College and Chauffeurs, Teamsters, and Helpers Union, Local No. 7

The Chauffeurs, Teamsters and Helpers Union, Local No. 7 ratified the proposed contract on July 22, 2009. This contract represents hourly Facilities Management employees.

ACTION

We recommend that the Lake Michigan College Board of Trustees approve the proposed contract between Lake Michigan College and the Chauffeurs, Teamsters and Helpers Union, Local No. 7 for the period beginning July 1, 2009, through June 30, 2011, as presented.