

LAKE MICHIGAN COLLEGE

BOARD OF TRUSTEES

Materials for Regular Meeting

May 13, 2008

Submitted to

Board of Trustees

by

Randall R. Miller, President

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AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Napier Avenue Campus
May 13, 2008
6:00 p.m.

II. Call to Order

III. Roll Call

IV. Setting of the Agenda

V. Minutes of the April 22, 2008, Regular Board Meeting

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

VII. President's Reports

A. President's Update**Dr. Miller**

Presenters:

Student Success Story **Dr. Selmon**

Industry Success Story **Mr. Harrison**

B. Teaching and Learning **Dean's Council**

1. Student Development

2. Career and Technical Education

3. Arts and Sciences

4. Community Education

5. Bertrand Crossing and Workforce Services

C. Financial Services **Ms. Coleman**

1. Information Technology

D. Institutional Support

1. Institutional Advancement and Planning

2. Administrative Services

3. Human Resources

VIII. Old Business

IX. New Business

A. Draft 2008-09 Goals**Dr. Miller**

B. 2008-09 Annual Budget**Dr. Miller**

C. Revised Policy Related to Administrative and
Professional/Technical Staff**Dr. Miller**

Board of Trustees Regular Meeting Agenda continued



- D. New Certificate and Degree Programs.....**Dr. Miller**
- E. College Board Appointments to the Lake Michigan College
Foundation Board of Directors **Mr. Silcox**
- F. Certification of Appointment 2008-09
MCCA Board of Directors **Mr. Silcox**
- G. Account Reconciliation Policy**Dr. Miller**

X. Miscellaneous

XI. Adjournment

**LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
BERTRAND CROSSING CAMPUS
April 22, 2008**

CALL TO ORDER/ROLL CALL

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

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

Vice-Chair Moody extended condolences to Steve Silcox and his corporate family on the loss of their founding father.

SETTING OF THE AGENDA

Vice-Chair Moody recommended New Business Items E. College Board Appointments to the Lake Michigan College Foundation Board of Directors, F. Board Appointment to the College Diversity Committee and G. Certification of Appointments 2008-09 MCCA Board of Directors is tabled, as Chairman Silcox will make recommendations at the May meeting. Additionally, Vice-Chair Moody recommended item H. Resolution for South Haven (Miller) is added to the agenda.

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

VOICE VOTE.

APPROVED.

APPROVAL OF MINUTES

The minutes of the March 25, 2008, Regular Meeting stand as presented.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VICE-CHAIRMAN'S COMMENTS

Vice-Chairman Moody stated that the Board was looking forward to the upcoming commencement ceremonies.

PRESIDENT'S REPORT

Dr. Miller stated that the College was hopeful that there would be upcoming good news in regard to our Capital Outlay efforts.

Dr. Miller noted that the commencement ceremony would be Sunday, May 3 at 3:00 p.m., with a Nurses' Pinning Ceremony immediately following the commencement exercises.

Dr. Miller informed the Board that the College intends to showcase industry partnerships and student success stories at all future meetings.

Presentations:

- Student Success Story: Pam Bradford – Dental Assisting

TEACHING AND LEARNING

Dr. Philip highlighted student athletes, the Allegan partnership, the nuclear power plant training initiative, Ms. Elwell's appointment to the Accreditation Review Council, the Bridges program, Hope College's scholarship for community college students, Michigan Works! contracts and community education.

Dr. Miller noted that LMC is perceived to be one of the leaders in the State on Early College, Direct Credit and Dual Enrollment. Dr. Miller will be providing a presentation at an upcoming MCCA meeting on those initiatives.

FINANCIAL SERVICES

Ms. Coleman provided the Financial Report as of March 31, 2008.

NEW BUSINESS

Revised Policy Related to Classified Staff

The following Policy Related to Classified Staff was proposed for revision as follows. New proposed language appears in bold. Proposed revisions have been reviewed by College counsel.

DRAFT POLICY RELATED TO CLASSIFIED STAFF

Office of Origin: Human Resources
Date Adopted: July 29, 1982
Date Reviewed: March 25, 2008
Last Date Modified & Approved: May 15, 1989

Policy Statement:

Lake Michigan College will administer the employment of full and part-time Classified Staff utilizing the Procedures Related to Classified Staff.

Classified Staff are deemed to be at will employees and either they or the College may terminate the employment relationship with or without cause or notice. Appointment is for an indefinite term.

Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or sex. Minorities and disabled persons are encouraged to attend Lake Michigan College.

Lake Michigan College will comply with existing state and federal employment laws.

Responsibility: Vice President of Administrative Services and Special Assistant to the President

References: State and Federal Employment Laws

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the policy changes, as presented.

MOTION by Ms. Truesdell, supported by Ms. Hall, to approve the policy changes, as presented.

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

APPROVED.

Medical Imaging Career Center Construction Bid

Lake Michigan College proposes to create a Medical Imaging Career Center that will support the College's goal to be the primary provider of health care degree education, training, certification and community education programs for the region. This project will renovate 3,845 square feet of the Napier Avenue Building to create a Medical Imaging Career Center featuring an energized live laboratory with

New Certificate and Degree Programs

Five new programs (certificate and degree) are being presented to the Lake Michigan College Board of Trustees for approval. The programs are:

- AAS in Computer Science for Western Michigan University
- AAS in Diagnostic Medical Sonography
- General Education (MACRAO) Certificate (30 credits)
- CISCO Certificate (30 credits)
- PC and Networking Technician Certificate (18 credits)

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

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the offering of the following programs: AAS in Computer Science for Western Michigan University, AAS in Diagnostic Medical Sonography, General Education (MACRAO) Certificate, CISCO Certificate, and PC and Networking Technician Certificate, as presented.

MOTION by Ms. Truesdell, supported by Ms. Hall, to approve the programs, as presented.

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

APPROVED.

Setting Tentative Date for Budget Hearing

In order to meet the requirements of Act 2 of the Public Acts of 1986, as amended, "Truth-In-Taxation," a public hearing to receive testimony and discuss the millage rate for the 2008-09 fiscal year is necessary. In March, the Board of Trustees approved an estimate that anticipates the need to levy the full authorized millage of 2.00, and as may be modified by the provisions of Section 31 of the Constitution of the State of Michigan (Headlee Amendment). The hearing would be immediately followed by the regular meeting of the Board of Trustees.

ACTION

It was recommended that the public hearing on the proposed 2008-09 Lake Michigan College operating budget be set for 6:00 p.m. on Tuesday, May 13, 2008, at the Lake Michigan College Mendel Center on Napier Avenue, Benton Harbor.

MOTION by Ms. Truesdell, supported by Dr. Maysick, to set the operating budget hearing for Tuesday, May 13, 2008 at 6:00 p.m.

ROLL CALL VOTE: Yeas: Dr. Maysick, Hall, Moody, Truesdell and Williams

 Neas: None

 Absent: Silcox and Bergan

APPROVED.

Resolution of Support for the South Haven Millage

Lake Michigan College has received a request by the South Haven Citizens for Strong Schools to provide a Resolution of Support for their upcoming millage request.

ACTION

It was proposed that the Lake Michigan College Board of Trustees provide a Resolution of Support to South Haven Schools for their millage request, in order to support education and the South Haven School system.

MOTION by Ms. Hall, supported by Ms. Williams, to provide a Resolution of Support to the South Haven Citizens for Strong Schools, as presented.

ROLL CALL VOTE: Yeas: Hall, Moody, Truesdell, Williams and Dr. Maysick

 Neas: None

 Absent: Silcox and Bergan

APPROVED.

MISCELLANEOUS

ADJOURNMENT

MOTION by Ms. Williams, supported by Ms. Truesdell, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:40 p.m.

VOICE VOTE – APPROVED.

Steven Silcox, Chairman

Dr. David Maysick, Secretary

/ksl

A. PRESIDENT'S UPDATE

Student Success Story

Honors Program student *Kendra Grieser* graduated May 4 from Lake Michigan College. *Ms. Grieser* represented the College on the All-USA Academic Team. She is an excellent example of an engaged student who chose the transfer route to a four-year institution. *Ms. Grieser* will be available at tonight's meeting to share her story.

Industry Success Story

Jeff Curry, President, Express-1 will share Express-1's successful relationship with Lake Michigan College at tonight's meeting.

LMC, Cook & Palisades Announce New Education Program

Lake Michigan College and its partners, Cook Nuclear Power Plant and Palisades Power Plant, held a press conference on Tuesday, April 29, at which time they announced the creation of a new Energy Production Technology degree program. LMC President ***Dr. Randall Miller*** and Executive Dean, Career Education, ***Dean Souden*** were joined by AEP Senior Vice President and Chief Nuclear Officer, Mike Rencheck; and Entergy Palisades Power Plant Site Vice President, Chris Schwarz to discuss the importance of this new degree program to the region's nuclear power industry, and the employment opportunities that will be available to residents of the region.

LMC Annual Commencement - May 4, 2008

Two hundred seventy-seven associate degrees and thirty-three certificates were completed in 2007-08. Two hundred twenty-nine graduates participated in Commencement.

Joining ***Dr. Randall Miller*** for the Annual Commencement were Lake Michigan College Board of Trustees Chairman, ***Mr. Steve Silcox***; Vice-Chairman, ***Mr. Pat Moody***; Secretary, ***Dr. David Maysick***; Treasurer, ***Mr. Paul Bergan***; and Trustees ***Ms. Judy Truesdell***, ***Ms. Renee Williams*** and ***Ms. Barbara Hall***.

Our keynote speaker was U.S. District Court Judge, the Honorable Victoria A. Roberts. Judge Roberts serves on the United States District Court for the Eastern District of Michigan.

2008 graduate *Megan Kerr* sang the National Anthem and performed a harp solo. Graduate *Tracy Cooper* was this year's student speaker. Live music was provided by the Southshore Concert Band, directed by ***Dale Reuss***. *Ms. Lorie Loebach* was the interpreter for the hearing impaired.

In addition to our graduating students, the following individuals were also recognized at commencement:

- *Ms. Melissa Ann Zmyslo*, Alumni Achievement Award
- *Mr. Paul Landeck*, Alumni Service Award
- *Dr. Gyl Kasewurm*, Clarence Beckwith Distinguished Alumni Award
- Jeff and Marcia Fetting, Bernard C. Radde Distinguished Service Award

Our thanks to the Commencement Committee: *Christine Anderson, Julie Bruns, Dan Hendrickson, Cindy Kinney, Kerri LeRoux, Sue Lister, Kathy Mansfield, Pam McVay* and Chairman, *Dr. John Selmon*. Additionally, recognition goes to many of LMC's staff and representatives of Mendel Center Operations, Facilities Management and the Upton Telecommunications Center for the excellent graduation preparations.

Spring Training 5K/10K Run/Walk

The 2008 Spring Training 5K/10K Run/Walk was held on April 19 at the Napier Avenue Campus, organized by the Soccer Club and Advisor *Andrew Cowan*. Fourteen members of the Soccer Club worked the event, which hosted seventy-one runners this year, almost doubling last year's attendance. The race drew participants from as far as Sarnia, Canada.

Results of the Run/Walk included the following top overall finishers:

#1 Male 10K Run -----	Spencer Carr	38:57.989
#1 Female 10K Run ----	Jayne Service	51:20.483
#1 Male 5K Run -----	Ian Armstrong	19:19.791
#1 Female 5K Run ----	Jessie Armstrong	22:11.489
#1 Female 5K Walk ----	Julie Koch	35:00:00
#1 Male 5K Walk -----	Ed Zimmerman	40:02.00
#1 Age Group 10K Run ----	Gerry Cox	1:05:17.069

For the second year, the Bertrand Crossing Campus was this year's TEAM Winners. Lake Michigan College Board of Trustees Chairman *Steve Silcox* placed third in his 10K Run Division. *Dr. Randall Miller* started the runners off this year by shooting the race gun. Special thanks for event support to Facilities Management, *Ted Hartline, Laura Kraklau, Sue Lister, Paige Eagan, Bob Lane, Heather Starkey*, and *Carolyn Stevens*.

President's Collegewide Meeting

Dr. Randall Miller met with all College employees on April 14. Topics presented included:

- Draft 2008-09 Goals
- Enrollment Growth Strategies
- Five-Year Capital Strategic Plan

- Millage Election

Anne Erdman, Dean Souden and *Lee Van Ginhoven* assisted with the presentation.

1. STUDENT DEVELOPMENT

Admissions

The Admissions team partnered with Student Life and the Early College Program to host *Senior Day '08* in late April. **President Miller** welcomed the two hundred seventy-two students representing nineteen high schools. Students played an LMC trivia game using the View Book and Class Schedule to look for answers. Students who answered correctly received a music download card provided by Marketing. Seven LMC students shared their college experiences with the high school students. Students were offered the opportunity to ask questions and visited with instructors, clubs, and departments who set up in the Hall of Pride. Student Life invited the students to join in on *Spring Fling*, which included an inflatable Titanic and Gladiator Jousting Ring. Fifty-five new applications were received from this event and an additional twenty-five students confirmed that they had already applied to Lake Michigan College.

Corie Shimunek and **Erica Wheeler** hosted *Girls with a Positive Attitude*, which involved thirty, 6th - 8th grade girls from Hull Middle School. They gave a presentation and tour to the students.

Denise Thomas and the Admissions team had two hundred Baseline 8th grade students visit the South Haven campus for mini workshops. This is an annual event.

Henri Hall helped coordinate the Northern Tier High School Counselors Breakfast hosted at the South Haven campus on May 1. Counselors from West Ottawa High School, **Delores Jackson**, **Janice Varney**, and **Denise Thomas** attended the breakfast. **Ms. Hall** also coordinated *Hispanic College Day* for over six hundred students from grades 9 – 12, who visited the Napier Avenue campus on May 5. This event, held in collaboration with Western Michigan University, Kalamazoo Valley Community College and the Van Buren Intermediate School District, featured a series of student workshops.

On May 6, **Henri Hall**, **DeeDee Stakley**, **Corie Shimunek**, **Louis Thomas** and **Cindy Reuss** hosted *Young Entrepreneur Day*. This event included a series of workshops for students geared toward becoming a college student and finding the right career pathway.

Cindy Reuss responded to a Rapid Response at Rexnord Industries, where twenty-nine employees were being laid off. To date, three of those people have inquired further about enrolling in classes at Lake Michigan College.

The winter session of College Essentials came to a close on April 24. We are working to determine how many students completed the registration process,

as well as the number of credit hours purchased for spring semester. Survey sheets are being compiled to determine any needed changes. The introduction of computer concepts was added for the spring semester class. The Spring College Essentials classes began at the Bertrand Crossing campus on May 12; Napier Avenue campus on May 13; and the South Haven campus on May 15.

Cindy Reuss hosted a college visit with the Mildred C. Wells Academy's 4th, 5th, and 6th graders on May 12. **Erica Wheeler** and **Corie Shimunek** assisted in presenting on career and degree programs, providing a campus tour and snacks, and planned student engagement activities.

Advising and Retention

On May 8, Student Services Program Reviews and the Advising Updates Series continued with a tour of the Bertrand Crossing campus and discussion of program offerings facilitated by **Barbara Craig**. Faculty Updates in Nursing by **Delores Jackson** and Distance/Online/Telecourses by **Mark Kelly** will be presented on May 15. On May 22, **Randall Ward** will present a program review of Special Populations, followed by an update from **Julie Bruns** on Records and Registration and Community Education with **Paget Mangold**. Program Reviews on May 29 include Career Services by **Pam McVay**, the Educational Opportunity Center by **Lynn Riptoe**, and Veterans Services by **Linda Pliml**. These educational updates, open to all interested faculty and staff, are held each Thursday from 3 – 5 pm in the Distance Classrooms on each campus. A weekly DVD is produced by **Todd Blake** and available in the One-Stop area of each campus, or on reserve at the Library, for those interested in learning more about these departments or programs. All programs may also be viewed on the Advising Blackboard site.

International Student Specialist, **Linda Pliml** noted that the LMC Class of 2008 includes forty-five International students from twenty-one foreign countries, with the largest number representing Kenya, Malawi, and Zambia.

Intercollegiate Athletics

The Athletic Department would like to congratulate the following student-athletes who have already earned athletic scholarships to continue their careers at the four-year college level:

Sara Ward, Volleyball–Purdue North Central (NAIA)

Alyssa Davis, Volleyball–Purdue North Central (NAIA)

Kevin Gant, Men's Basketball–University of Southern Indiana (NCAA-Div. II)

Office of the Registrar

Julie Bruns attended the Sungard BANNER Summit in Anaheim, California.

Preparations for Commencement on May 4, end of winter term grade submission, and re-auditing and awarding winter degrees and certificates are completed. Large numbers of audit requests for Health Science (Nursing and Radiology Technology) candidacy lists are anticipated, as the student submission deadline of June 1 draws closer.

Processing numbers for April

Transcripts:	293 (270 official, 23 student)
Enrollment Verifications:	22
Applications for Admission:	493 (412 paper, 81 web)
Transcript Evaluated:	64
Pre-Graduation Audits:	27
Health Science Audits:	72

Office of Student Life

LMC student, *Kendra Grieser*, won the Distinguished Community College Scholars Award from Western Michigan University (WMU). The scholarship was in the amount of \$6,000 (\$3,000 per year). *Ms. Grieser* will be transferring to WMU this fall and studying both English and Spanish.

Catch the Dream

The Catch the Dream Advisory Committee scheduled fifteen new applicant Phase II interviews on April 21-23. Thirteen additional interviews were conducted on April 28-30. The top ten interviewees were selected as the third group of *Whitwam Scholars*. Selected scholars were notified and sent acceptance packets on May 9. Six Catch the Dream parents, over the past two months, have taken the steps to initiate attending college. Two additional parents are currently receiving services through the TRiO-Educational Opportunity Center.

Educational Talent Search (ETS)

As of May 1, five hundred eighty-one Benton Harbor and Covert 6-12th grade students are enrolled in the *Educational Talent Search* (ETS) program. Of these students, four hundred eighty-four attend Benton Harbor Area Schools and seventy-nine attend Covert Public Schools. The remaining students are attending schools outside of these districts.

Office Coordinator ***Shirica Gullede*** continues to focus on locating students whose whereabouts are unknown. In addition to telephoning these participants,

Ms. Gullede enlists the help of the Benton Harbor Area Schools Administration and the Berrien County Intermediate School District.

Grade Advisors **Erica Wheeler**, **Pam Wertanen** and **Gentry Phillips** focused on assisting senior participants with college admissions and financial aid throughout the month. Additionally, the advisors presented the ETS program in classrooms as a means to recruit new students, with a focus on sixth graders.

Grade Advisor **Gentry Phillips** continued group presentations at the MLK Freshmen Academy on Fridays. Issues addressed included current events, personal presentations and Black History.

Educational Opportunity Center (EOC)

On May 20, **Lynn Riptoe** and **Yvonne Isom** will attend the TRiO Training Seminar hosted by the University of Nevada-Las Vegas held in Chicago, Illinois. Training topics include *College Admission and Financial Aid Counseling* and *Legislative and Regulations and Budget Management*.

EOC staff were invited to attend Adult Education graduation ceremonies held this month. EOC has a long-standing partnership with sites in the Michigan tri-county area (Cass, Berrien, Van Berrien), in addition to La Porte and St. Joseph counties in Indiana.

Jacquie Johnson and **Yvonne Isom** joined the LMC Diversity Council. **Ms. Isom** attended a mentor training and volunteered to become a mentor to second-graders in the Benton Harbor Charter Schools, in conjunction with Junior Achievement. This community service initiative is in partnership with Upward Bound and the Benton Harbor Junior Achievement program.

Leonard Thompson, Educational Coordinator, conducted *Spring Follow-up* workshops at adult education sites, including Bangor, Brandywine, Cassopolis and Niles.

Student Support Services (SSS)

Penny Strang, Math Educational Skills Specialist will present a *How to Be Successful at Math* Workshop on May 20. **Donna Rummel**, English Educational Skills Specialist, will present a *College Writing Workshop* on May 21. Study Skills Workshops are held in the electronic classroom, to include both South Haven and Bertrand Crossing students and staff.

Jennifer Jerew, Academic/Transfer Advisor, will lead a group of students on a Transfer Campus Visit to Hope College on May 23. Students will have the opportunity to tour the campus and meet with admissions officers and faculty advisors.

Donna Rummel, Jennifer Jerew and *Pam Weir* will attend the TRiO Training Institute Seminar on College Admissions and Financial Aid Counseling from May 19-21 in Chicago. Special focus is placed on gaining experience in preparing students for success in college and guiding students as they search for financial aid.

Sheran Wallis, Director, Student Support Services and *Penny Strang* will attend the TRiO Training Institute Seminar on TRiO Legislation & Regulations and TRiO Project Budget Management Training Seminar from May 23-25, in Chicago. The focus of this training is on multiple federal documents that impact budget decisions and shape project operations.

Upward Bound (UB)

Jeffrey Booker met with each of the sixteen graduating seniors and finalized their Individual Participant Educational Development Plans and discussed the UB Summer Bridge program. *Selene Anderson-Thompson* conducted the UB Exit Interview with seniors; all scholars completed the year-end assessment of basic skills between May 5 and May 22; and *Selene Anderson-Thompson* and *Wendy Morton-Eberhardt* hosted *Extreme Girl Talk* for graduating seniors on May 2. This event focused on college survival and personal choices that may impact completing college. Each scholar received a copy of the book What Your Mother Never Told You by Richard M. Dudum. *Jeffrey Booker* and *Wendy Morton-Eberhardt* visited Fair Plain and Hull middle schools and presented the program to rising 9th grade students. UB plans to bring approximately ten rising 9th grade students on board for the 2008 UB Summer Academic Institute (UBSAI). Fifteen freshmen, and five upper-classmen, serving as mentors, along with the staff, will participate in a weekend retreat from May 16-18, at Camp Rosenthal, Dowagiac. This retreat continues to build and strengthen relationships between scholars, easing the transition from freshmen academy to high school, understanding the commitment to academics and bonding with staff, thus improving program retention.

The 2008 Upward Bound Summer Academic Institute (UBSAI) Teachers Orientation will be held on May 15. Courses include: English Composition and Critical Thinking, taught by *Chuck Jordan*; math taught by *Tom Adams*; Spanish taught by *Mary Beller*; and Biology and Chemistry taught by *Kelly Houseal*. *Jeffrey Booker* will teach the Evolution of The African-American Experience in American History: Post Reconstruction and *Wendy Morton Eberhardt* will teach ACT Writing Prep/Scholarship Writing. This year's UBSAI will run from June 9 – July 18. Three UB scholars plan to participate in the 2008 Life and Liberty Summer Institute at Hillsdale College. The Institute promises high-achieving, low-income high school students an exciting introduction to the liberal arts education offered at Hillsdale.

UB rising juniors *Brittany Gill* and *LaShira Kirkland* will begin their third summer with Grand Valley State University, participating in the UB Math/Science program.

Seniors *Denisha Hudson* (Benton Harbor High School) and *Kearra Vinson* (Berrien Spring High School) have been awarded Dell Scholarships through the Michael and Susan Dell Foundation. Each scholar will receive a \$20,000 scholarship to be used for education-related expenses incurred in an accredited college or university degree program. *Ms. Hudson* and *Ms. Vinson* will also receive a Dell laptop computer and printer.

Denisha Hudson has been awarded the Gates Millennium Scholarship (GMS). This year's program attracted over 13,000 applicants from across the country. *Ms. Hudson* is one of 1,000 Gates Scholars for the GMS Class of 2008. She was commended for her strong leadership, community service and academic achievements. The Gates Millennium Scholarship is renewable and may be used to attend any accredited college or university in the United States. *Ms. Hudson* plans to attend Prairie View A&M University in Texas to major in architecture and minor in Computer Aided Drafting and Design. GMS can continue *Ms. Hudson's* educational funding through the masters and doctoral levels, if she pursues graduate studies in the fields of computer science, education, engineering, library science, mathematics, public health or science.

Denisha Hudson was also selected as a 2008 Horatio Alger National Scholar. She was one of one hundred seven high school seniors nationally recognized as a Horatio Alger National Scholar and will receive a \$20,000 college scholarship to be disbursed throughout her college career.

Special Populations

On May 2, *Randall Ward* joined *Lynn Riptoe* and *Lee VanGinhoven* at a School Threat training presented by the FBI.

Eloise Moely attended the Michigan Occupational Special Populations (MOSPA) State Conference held in Bay Harbor on May 7-9, 2008. She serves on the State Conference Committee, representing Lake Michigan College and on the State Executive Board as Treasurer.

Grant Programs/Students Served Monthly Report:

Program	# of LMC Students	# of Non-LMC Students	Comment
Educational Opportunity Center (EOC)	0	753	
Educational Talent Search (ETS)	0	581	ETS serves 6-12 grade students in the Benton Harbor and Covert school districts.
Special Populations	312	0	
Student Support Services (SSS)	176	0	
Upward Bound (UB)	0	63	

2. CAREER AND TECHNICAL EDUCATION

Debbie Gillespie hosted the third meeting of the Southwest Michigan Regional WorkKeys Consortium. The group is composed of business, industry, governmental agencies, and K-12 schools. Lake Michigan College Board Treasurer **Paul Bergan's** leadership was helpful regarding the use of KeyTrain as a tool for pre-testing students who may need remediation before taking the WorkKeys Assessments. The commitment was made to enlist area companies in the utilization of the WorkKeys system. Companies will be asked to sign a letter of commitment stating that they will ask job applicants for their National Career Readiness Certificate.

The Customer Service Culture Academy Advisory Board met on April 14 at M-TECSM. The advisors received a program review by the instructor, **Deb Terry**, and by student **Ali Barker** from The Bistro at The Boulevard Inn. The Board decided to shorten the name to the Customer Service Academy (CSA). Lake Michigan College Board of Trustees Vice-Chair **Pat Moody**, Cornerstone Chamber, has generously provided financial support for the printing of decals ("Member of the Customer Service Academy") that graduates of the academy will display at their place of business. Mary Jo Tomasini, President of Competitive Edge, has underwritten the cost of select CSA promotional items. Graduation is scheduled for May 6. Planning for Fall Academy and recruiting is underway. Several advisors have committed to send personnel to the next Academy.

The first meeting of the Energy Production Corporate Advisory Board was held on April 10. The current focus of the group is on recruitment of students to the new General Technology Energy Production AIT Degree Program. As a result of this meeting, both plants are committed to assist with marketing and recruiting students for the program, reviewing the curriculum and finding qualified instructors for the Energy specific classes. **Marge Zibbel** was contacted by the Nuclear Energy Institute to start the process to insure that our curriculum is in alignment with national standards. The first Open House is scheduled at M-TECSM for May 17, and June 11 at South Haven.

On-site recruitment of employees at Lakeland Regional Medical Center occurred on April 28. **Zomar Peter**, Community and Business Services (CBS) Academic Advisor, conducted the on-site event for all interested hospital employees who wish to pursue an associate degree. Lakeland is considering the development of a degree based program for their employees, similar to the The Best Ticket in Town initiative at Whirlpool Corporation.

Currently, CBS is managing over \$220,000 in grant funds designated for training incumbent workers in four area companies. Representatives from

Michigan Economic Development Corporation, Karen Hinkle and Joshua Hundt, made a site visit to review grant issues and to discuss new opportunities.

Marty Warner, Director of Apprentice Training conducted an 8th grade career day session on engineering at LMC's South Haven campus on April 15 and 16. The students were involved with two exercises which focused on temperature and its effect on material expansion and on the flow of electricity.

Ken Flowers met with Terry Glaske of LECO Corporation. Mr. Glaske is the Metal Fabrication Manager at LECO. LECO has expanded their CNC machining and metal fabrication area quite extensively over the last few years. The nature of the discussion included manufacturing growth and tooling operations, as well as training and recruitment of LMC students.

Marty Warner attended the Michiana Chapter of the National Tooling and Machining Association's (MCNTMA) monthly meeting. The focus of this month's meeting was the recruitment and training of machinists to meet the needs of the future in manufacturing. The chapter brought in two national figures from the NTMA's PJAM, Precision Jobs for American Manufacturing initiative. **Mr. Warner** is a board member for the local chapter.

Debbie Gillespie, Marty Warner, and Ken Flowers met with **John and Heidi Closson** of Barron Hohn. **Mr. and Mrs. Closson** are adjunct welding instructors at the College. The purpose of the meeting was to begin to develop processes to start a Welding Certification practice at the College. **Mr. and Mrs. Closson** will be attending a Welding Instructor course this summer at Hobart Training Institute in Ohio.

The X-Cell FIRST Robotic's team, # 2474, Niles Area Home School Organization, participated in the international FRC Robotic competition in Atlanta, Georgia on April 16-19. The X-Cell team learned machining skills, while taking a class at LMC's Bertrand Crossing campus under the instruction of **Ken Flowers**, Machine Tool Program Manager. The X-Cell robot displayed the LMC logo and the College name on its frame.

Marty Warner and Mike Biddle, Blow Mold Tooling Manager of Progressive Components, along with **Jason Florian**, a Lake Michigan College apprentice with Quality Mold and Engineering, Baroda, Michigan, attended the national conference for the American Mold Builder's Association, AMBA, where **Mr. Florian's** team assembled a volleyball team. His team placed first. As the first place finishers, **Mr. Florian's** team was presented with a check for \$1000 from a molding supply company, Progressive Components, Wauconda,

Illinois. He chose to donate the money to ***Ken Flowers*** for the Machine Tool Program.

Each year the Southwest Michigan American Moldbuilders Association (AMBA) awards four, \$500 scholarships to children of Membership company employees. The applicants must provide transcripts, references, and an essay that describes their need for the funds. ***Ken Flowers*** is the reviewer for this scholarship and selected the winners on April 22. The scholarships were awarded to the following Lake Michigan College students: *Shantel Dragomir, Cassandra Tomaszewski, Caitlyn Worden* and *Eric Rydleski*.

On April 23, Western Michigan University held an informational session for students who want to complete a Bachelors degree in Engineering. ***Ken Flowers*** was on hand to answer any questions regarding Lake Michigan College.

Brandon Pierce, Graphic Design instructor, met with the South Haven Harborfest Committee about having students design the shirts for the festival. After some discussion, the Harborfest Committee decided to use one of the student's work (which will be determined by the committee) as the new ongoing identity for the organization. The selected design will be rolled out on shirts, stationary, signage, and a card/envelope/stationary package. ***Mr. Pierce*** will be interviewed on the COSY radio station to promote the event and will announce the student recipient during the Harborfest celebration.

In an effort to further promote on-line learning and continue the initiative to move the Marketing and Management program to an entire on-line environment, ***Greg Iwaniuk***, Business Administration instructor, along with Mikka Baker of Cengage Publishing, hosted a Web X demonstration for the Business faculty. The event was well received and some of the participants are now going to be moving additional Business courses to an on-line environment.

Lisa Augustyniak, Department Chair for Business Administration, attended the conference, Women – Breaking through in the New Era, sponsored by the Citizens for Progressive Change and the Governor's Office of Community and Faith-Based Initiatives. During the event, ***Ms. Augustyniak*** was able to interact with several of Governor Jennifer Granholm's cabinet members and many local leaders. During the Educational breakout session, ***Ms. Augustyniak*** was able to discuss with area educators some of the challenges that Lake Michigan College has in terms of reaching out to non-traditional women students. The event proved to be a building block for future efforts between Lake Michigan College and the Boys and Girls Clubs of Benton Harbor.

In an effort to bolster enrollment in Computer Information Systems and provide students with stepping stones to success, **Gary Grannell**, Computer Information Systems instructor and Faculty Senate President, created three Level I certificates, which were approved by the College Curriculum Committee. They will promote three possible tracks in the Computer Information Systems industry. The tracks, programming, technology and web, focus on the specific skill sets that are required to gain employment in these areas.

Chris Woodruff, Hospitality instructor, and **Brad Chaffee**, a hospitality student were invited to represent Southwest Michigan in the first annual Chef's Challenge benefiting Challenge Mountain (the nation's only non-profit organization that provides adaptive recreation exclusive to the developmentally challenged) at Shanty Creek on April 25-27. On the first day of competition, the Chef teams prepared their own menu based on products that are, or can be, grown in Michigan, and are judged by professional chefs and spectators in attendance. Although they did not win, the team learned a lot about the pressures of a commercial kitchen and received much praise from peers and the general public about their dishes. **Mr. Woodruff** was able to promote our program to about 200 people.

On April 24, the LMC Nursing Education Center hosted the ACLS (Advanced Cardiac Life Support) class for seven physicians and one Nurse Practitioner from Lakeland Hospital. The class was directed by Nursing faculty, **Mary Jo Risetter**. Simulation, written by **Ms. Risetter**, was utilized to create real-life experiences that the physicians and nurse practitioner could witness in the hospital setting.

Following a recommendation by **Suellen Klein** to provide some sort of LMC branding that would identify LMC graduates; the nursing program now provides badge holders for students to use at their future jobs. **Delores Jackson** acted promptly to elicit the assistance of Competitive Edge and the marketing department. In one week, the badge holders were created and ordered. They will be distributed to Radiologic Technology students and Nursing students at graduation. This is an important strategy to market our college to healthcare clients. Badges will also be provided to alumni at Lakeland Hospital. This will help demonstrate the local impact of LMC on provision of qualified nurses and Radiologic Technology graduates in our primary southwest Michigan healthcare locations.

From participation in Senior Day, **Deb Burch**, Dental Assisting Coordinator was instrumental in recruiting a student to LMC who had planned to attend Central Michigan University. The student was so impressed with the information provided at the Dental Assisting booth; she has decided to attend Lake Michigan College instead. The Dental Assisting booth provided

information to about twenty students and ten have formally indicated interest in LMC.

Deedee Stakley provided updates on Lake Michigan College and the Early College Program to the Berrien County Career and Technical Education Directors, Berrien County Counselors, Berrien County Principals and Van Buren County Counselors Meetings.

President Miller, Deedee Stakley, Janice Varney and **Dean Souden** met with several staff members from the Allegan Area Technical Education Center (AATEC) and Dr. Don Green from Ferris State University (FSU). The meeting was to develop a plan to deliver college classes in Allegan that could lead to a Certificate and/or Associate degree from LMC, and eventually to a Baccalaureate degree from FSU. Several programs were discussed as potentially good places to begin. AATEC believes this approach is the most efficient way to bring higher education to the residents of Allegan County.

3. ARTS & SCIENCES

Dr. Susan Lentz was accepted into the University of Pittsburgh's, Howard Hughes Medical Institute Professorship Phage Hunting Program and will be attending the Phage Hunting Institute during this summer. This program will train **Dr. Lentz** to hunt for phages (viruses that infect bacteria), isolate them, and annotate their DNA sequences. She will in turn use that training to set up a phage hunting program here at the College for our biology students to participate in phage hunting and DNA annotation. This project will be carried out in cooperation with the University of Pittsburgh.

Dr. Susan Lentz has been actively supporting and guiding another Bridges student, *Danielle Coffey*. *Ms. Coffey* has completed the optimization process required for the detection of genetically modified organisms using the polymerase chain reaction (PCR) technique. She is now beginning the process of identifying genetically modified foods from foods purchased at local grocers.

Dr. Michelle Stone made a presentation on *Alzheimer's Disease and Dementia* for the Department of Health, Physical Education, Recreation and Dance at Northwestern Missouri State University, Maryville, Missouri. Students from health, therapeutic recreation and gerontology were in attendance, as well as many faculty members. The presentation focused on basic brain physiology, the polyo-encephalopathies of dementia, especially Alzheimer's disease, behavioral outcomes associated with dementia, and treatment approaches (both pharmacological and non-pharmacological) specific to the cognitive dementias.

Dr. Michelle Stone attended a workshop co-sponsored by Lansing Community College and the Women's Center of Greater Lansing. The title of the workshop was *Time, Age and The Life Course*. The presentation and discussion focused on middle age and women's experiences - women's choices. Twenty-five women were in attendance and discussed such life course issues as on-time vs. off-time circumstances, the consequences of physical changes associated with aging and the limitations or opportunities they present, and social norms for middle aged women.

Dr. Michelle Stone also attended a multimedia presentation with the Department of Instructional Technologies, Graphic Design and Digital Graphic Media Division at Northwestern Missouri State University (NMSU). The presentation focused on a variety of software programs used in Simulated Multimedia Learning Modules. **Dr. Stone** focused on learning modules associated with gerontology. While at NMSU, she met with the Chairperson of the Department of HPERD to discuss an idea for a Recreation and Leisure certificate and a connected associate degree at Lake Michigan

College. Discussions led to the possibility of building shared learning modules and certificate initiatives between NWMSU and LMC in recreation and possibly gerontology.

Dr. Paige Eagan and **Dr. Susan Lentz** attended the National Association for Developmental Education (NADE) conference in Boston. This conference exposed them to methods and tools for use in designing our new developmental science course. We recently received NADE approval for our Transitional programming and this new course will help extend this programming into the sciences.

Dr. Janice Zerfas, English instructor, participated in the Festival of Faith and Writing Conference in April held at Calvin College. This conference brought together many of the best contemporary writers, such as fiction writer Michael Chabon, memoirists Carlos Eire and Haven Kimmel, naturalist Robert Finch, poets Linda Nemece Foster and Franz Wright, religious writer Kathleen Norris, post colonial Sefi Atta, and many more, who explore in conversations, readings, and lectures the influence of faith - its certainties and doubts, its constantly negotiating identity within cultures and traditions, its border crossings with nature, its fight with God's absence and or invisibility, the scars and wounds, such as Norris' explanation of acedia, and visions of healing (or lack of) that occur to shape and to influence their writing. Many talks can be downloaded for teaching, and an opportunity to expand one's reading list to reshape one's curriculum made this a meaningful conference.

Dr. Chris Paine, History instructor, has accepted an invitation to participate in a NEH Landmarks of American History and Culture Workshop scheduled for July 20-26. The conference, *Concord, Massachusetts: Transcendentalism and Social Action in the 19th Century*, will include visits to historical sites, archival research, and discussion with peers and experts. At the conference, **Dr. Paine** plans to explore the relationship between the Concord social activists and the popular Know-Nothing movement of 1855.

Dr. Ron Baker's History of Rock and Roll class visited TGA Recording Studio in Benton Harbor earlier this month. *Ryan Maly* and *Philip Beltz*, students in the class, were recorded as part of the demonstration. The studio technicians were working on a CD/DVD set for the rock band Nazareth, so the class was able to see how a rock album is mixed and how the music is synced with a live performance.

We just received a message from one of our previous students, *Ms. Karen Warmbein*, who left us and is now completing her baccalaureate in astrophysics at Michigan State University (MSU). She is currently enrolled in her last mathematics course there, a senior level Real Analysis course, and

reports that she was very well prepared for this highest level course and the entire mathematics curriculum at MSU. She wrote that she refers to her old LMC calculus class notes frequently and that her MSU professor remains quite impressed that she was engaged in such high level proofs while at LMC. While enrolled at LMC, she was a calculus student of **Mr. James Larson**.

Another student of **Mr. Jim Larson**, *Erick Boettcher*, who is enrolled in Differential Equations, was accepted into the prestigious "Google Summer of Code 2008" project, a kind of programming internship for Google. The Google Summer of Code is a program that offers student software developer's stipends to write code for various open source projects. Google will be working with several open source, free software, and technology-related groups to identify and fund several projects over a three month period. Historically, the program has brought together talented students with important open source projects to create millions of lines of code. The program, which kicked off in 2005, is now in its fourth year.

Our Music Department recently presented the final student recital of the year in the Dance/Drama Room of the Mendel Center. Participating students included sopranos *Jessica Agens*, *Caiti Hernandez*, *Megan Kerr*, *Laurie Marshall*, and *Meg Simpson*; pianists *Maggie Martin* and *Daniel O'Hearn*; and, cellist *Daniel O'Hearn*. Faculty presenting students included **Luke Cook**, **Lisa Faletto**, **Paul Flyger**, **Dr. Elfie Schults-Berndt**, and **Carrie VanDenburgh**. The accompanist was adjunct instructor **Paul Flyger**.

Music Department instrumental students played an important role in the Theatre Department's production of *Quilters*, providing an all-student orchestral accompaniment under the direction of Musical Director **Daniel Hendrickson**. Instrumental student performers included: *Jim Kahl* (string bass), *Megan Kerr* (harp), *Maggie Martin* (piano), *Daniel O'Hearn* (cello), and *Taylor Zimmerman* (viola).

The LMC Concert Choir and Voices LMC, directed by faculty member **Daniel Hendrickson**, performed for the Phi Theta Kappa banquet held in the Grand Upton Hall of the Mendel Center. LMC music student, *Megan Kerr*, also provided harp music. *Ms. Kerr* is a student of adjunct faculty member **Suzann Davids**.

The LMC Concert Choir performed with the Southwest Michigan Symphony Orchestra and Chorus in a *Broadway Marquee!* concert on Saturday, April 12, in the Mendel Center Mainstage. Directed by faculty member **Daniel Hendrickson**, the choir together performed selections from the Broadway musicals *Shenandoah*, *West Side Story*, and *Showboat*.

A faculty showcase recital was presented in mid-April in the Hanson Theatre. Participants included adjunct faculty members **Marc Churchill** (percussion), **Jim Cooper** (jazz piano), **Benjamin Daneman** (trumpet), **Paul Flyger** (piano), **Christine Gibson** (flute), **James Kraus** (piano), **Daniel McCarthy** (trumpet), and **Edward Randles** (bass). Featured were jazz arrangements by Thelonious Monk, Charlie Parker, and the popular jazz/classical crossover Suite for Flute and Jazz Piano Trio by Claude Bolling, as well as two classical works for trumpet by Handel and Arutiuan.

4. COMMUNITY EDUCATION

Denise Thomas and the South Haven staff hosted an 8th grade visit for two hundred Baseline Middle School students on April 15, 16, 17, and 18. Counselor Bob Linderman, along with other staff, accompanied the students on the four-day school trip to the South Haven campus. The students met with local professionals to discuss career pathways. The presenters were **Joe Foster**, adjunct faculty at Lake Michigan College; Emily Hardke, Naturalist at Sarett Nature Center; Joanne Urbanski, CEO for South Haven Community Hospital; **Marty Warner**, Director, Apprenticeship Training at Lake Michigan College; **Melissa Pedersen**, adjunct faculty; **Dr. Linda Meeks**, adjunct faculty; **Donna Maxson**, Multimedia Technician and adjunct faculty; Deb Salvano, Registered Nurse and Maternal Infant Health Coordinator at South Haven Community Hospital; **Keith Nelson**, adjunct faculty; Phil Durden, Operating Room Certified Registered Nurse Anesthetist; **Chuck Lachman**, adjunct faculty; Tammy Trevino, staff at Kidzone –South Haven campus; Ken Weller, Engineer, Noble International, Ltd.; and Dr. Paul Geene, Human Resource Manager from Noble International, Ltd.

Approximately one hundred people attended the Special Topics World War II series to learn about The War in the Pacific. Island hopping to Japan, plus key naval and island battles were highlighted. The public continues to be enthusiastic about this series.

Adjunct instructor, **Chuck Lachman**, was recognized for being the first person to preserve farmland in Van Buren County through the Farmland and Open Space Preservation Program. The Van Buren County Land Preservation Board and the Van Buren Conservation District celebrated this event on May 3, by hosting a tour of the land and a formal tribute to **Mr. Lachman**, his land and the conservation board.

A graduation open house reception was held to honor this year's college graduates from the South Haven campus. Students were presented with a graduation lapel pin and enjoyed cake and punch with their family, staff and faculty.

The Student Leaders of South Haven (SL@SH) sponsored a very successful blood drive with the American Red Cross on April 28. The stated goal of forty units of blood was surpassed by presenting forty-two productive units, of which nine were first time donors. This community service endeavor was a wonderful way to involve students in a community service activity, give back to the community and end the semester.

Denise Thomas hosted several recruitment visits at South Haven High School. She also met with Bill Bradner, counselor for Fennville Alternative

Education, to discuss recruitment opportunities for their students. Mr. Bradner is very interested in exposing the students to a college environment. **Janice Varney** was invited as a guest to attend the South Haven Visitors Bureau Annual Membership Dinner and Meeting on April 30. The Visitors Bureau is interested in collaborating with both the College and the Greater South Haven Chamber of Commerce on events and services. Since **Ms. Varney** is also the President of the Chamber, this was an opportunity to become acquainted with the Bureau's membership and begin that partnership.

Counselors from West Ottawa High School met with South Haven staff over a breakfast meeting on April 30. **Henri Hall** coordinated this initial effort to become acquainted with our colleagues to the north. The guests shared their perspectives, educational expectations and information about their students. **Delores Jackson** discussed our allied health programs, and **Denise Thomas** described our enrollment process and student activities. The counselors were very impressed with the campus and enthusiastic about sharing this information with their respective counterparts and their students.

The corporate neighbors across the street from the South Haven campus made their initial visit to the campus. Pullman Industries was bought by Noble Industries at the beginning of the year. The company manufactures car parts. The new company is eager to become a good neighbor with the community and the College. As a result of this visit, **Suzanne Trenkle** and **Janice Varney** were invited to their manufacturing site to explore their needs and get to know their staff. Multiple opportunities resulted from that visit.

5. **BERTRAND CROSSING AND WORKFORCE SERVICES**

During the last month, there has been an increase in the amount of referrals from the St. Joseph County Department of Human Service (DHS) and at the same time, we have seen a decrease in the number of job openings within this community. The impact of the strike at American Axle has begun to affect other parts of the local economy. Other companies have begun laying off workers and delaying the hiring of new workers. Local fast food establishments and retail stores have stated that they are beginning to see a decrease in the number of customers, thus affecting the number of employees they need. As the strike continues, with no end in the near future, there will continue to be a negative impact on placing individuals into work and an increase in the number of referrals from DHS.

The Jobs, Employment and Training (JET) Program Manager in St. Joseph county continues to work very closely with the managers at DHS to assure appropriate referrals, terminations, re-referrals and ensuring all policies and procedures of JET are followed. There are meetings on a weekly basis and daily communication between the JET staff and the case managers at DHS. This demonstrates the reasons that the JET program has been successful and that no major issues arise. Both organizations are working very closely together to provide the best services available to the participants.

The JET program, along with all other partners at the Three Rivers site, moved to a new office in Three Rivers. This move will affect program operations for a few days, but plans have been set in place to assure that services are not interrupted and that both the employers and participants' needs are addressed.

The Michigan Prisoner Re-Entry Initiative (MPRI) in Kalamazoo and St. Joseph counties continues to place into employment the participants who are returning to the community from prison. The MPRI program was monitored by Michigan Works! staff and no findings were noted. The Program Evaluation Committee of Michigan Works! - Kalamazoo met on April 17 to review the overall performance of the MPRI program. The employment services part of the program that we operate exceeded all expectations both in employment numbers, retention, structure, case files and communication between the Parole Department and Michigan Works!. Employment rates continue to improve and at the end of the week of April 25, 68% of participants had been placed into employment. The new MPRI assistant has been a great asset to the Site Supervisor, by collecting employment information, tracking retention numbers and completing the numerous reports and financial information that are required by the program, Michigan Works! and the Michigan Department of Corrections.

Staff from Michigan Works!, Lake Michigan College Workforce and the Benton Harbor Area Schools (BHAS), will be working to implement the Jobs for America's Graduates (JAG) multi-year drop-out prevention program in the school system. Over the next several months, attention will focus on the recruitment and training of three JAG Specialists for placement in the school at the start of the school year in the fall. One JAG specialist will be placed in each of the three high school academies: Science and Industry, Business Communications and Arts/Human Services. It is expected that there will be one hundred five students enrolled in the program, or approximately thirty-five in each Academy. The target population is the incoming 10th and 11th graders. The time schedule for implementation of this program is aggressive and recruiting for the JAG Specialists has already started.

Michigan Works! will be operating summer youth employment programs in the City of Benton Harbor and in Cass and Van Buren counties. The program will place youths between the ages of 14-21 in a work experience with local employers. They will be paid \$7.40 per hour and will work with the employer for up to thirty hours per week for five to six weeks. It is projected that we will place thirty youths from Cass County and thirty youths from Van Buren County. The number of youths enrolled in Benton Harbor is still being determined. The program is expected to help them gain employability skills, by not only working for the employer, but also by receiving mentoring and constructive criticism from their supervisors. The youth will also participate in several educational programs and attend presentations conducted by guest speakers.

The Youth Build program for this year is nearing completion. Seventeen Benton Harbor young adults will be graduating from the Youth Build Program in June. Nine of the seventeen have already obtained their General Education Development (GED) and all have completed Occupational Safety and Health Administration (OSHA) certified safety training. The remaining eight are expected to pass the next round of testing and obtain their GED before graduation. One participant has already enrolled at Lake Michigan College and another has been accepted into a skilled trade's apprenticeship program. The students received training in construction, computers, leadership, teamwork and literacy. They were the guests of Senator Ron Jelenik on April 24 at the State Capitol and received a standing ovation from the legislators. Michigan Works! is currently taking applications for the next Youth Build class and will enroll approximately forty young adults into the program beginning in September 2008.

Admission specialist *Corie Shimunek* and *Barbara Craig* are spending time with south county high school counselors to help move their seniors through the college registration process. Brandywine counselor, Angie Roeder brought a large group of students from Brandywine to the Senior Day at

Bertrand Crossing. Students from the Dowagiac Public Schools were also well-represented at Senior Day. *Ms. Shimunek* has made several visits to south county high schools and adult education centers.

As the winter semester draws to a close, staff and faculty are busy recruiting students into the spring and fall semester classes. The ten-week semester format at Bertrand Crossing distinguishes it from the other campuses and can be attractive to students looking to have more time to absorb the material covered in class. In addition to classroom visits and calling campaigns, staff are developing and distributing flyers about specific in-demand courses to high schools and educational centers in the area.

As final exams drew near, the level of anxiety of our students became noticeable, so staff and student leaders dedicated a classroom to be the “Chill Zone”. Textbooks and study worries were prohibited. Soft pillows, candles, softly running fountains, the Gregorian chant and stress-relief yoga brought restorative calm and comfort. The “Chill Zone” was a well received addition to the campus at a stressful time of year.

Coincidentally, focus groups were conducted the day prior and had suggested the creation of a quiet space for students to improve the campus. When asked a question about the steps the College could take to give students exactly what they needed to succeed, students identified wireless internet connection, a bookstore, a café, and a larger variety of classes. Students listed the helpfulness of the staff, the quality of the instruction, the availability of financial aid and scholarships, and tuition affordability as contributing factors to their success. The fourteen participants in the focus groups represented day and evening and adult and traditional students who were registered at Bertrand Crossing for both the fall and winter semesters.

Spring Fling allowed students to lighten up on April 24. Sunshine brought out the grill and hamburgers, fun, games, and fellowship. Students learned dance moves and Karate instructor *Jim Ellis* brought a group of his Karate protégés to demonstrate stunning martial arts moves. Students celebrate the end of the semester with a field trip to Chicago.

Earth Day events wrapped up on April 25, when Mountain High Shredding Company brought its shredding and recycling equipment to campus. Community members brought nearly 2,000 lbs worth of boxes of old documents, dental records, court cases and other confidential documents to be disposed of in a secure and environmentally responsible manner.

A victorious Bertrand Crossing team brought home the Spring Training trophy again this year. The drizzle did not deter the dynamic efforts of the seven-person team, five of whom took first place medals in their category.

The team was comprised of one student, one faculty member, one community member, one administrator, one classified staff and one professional/technical staff member. Between them, **Gerry Cox**, Dale Moudry, **Mary Conley**, **Henri Hall**, **Linda Newman**, **Barbara Craig**, and *Bridget Carlson* represented the campus in all three categories, 5K walk, 5K run, and 10K run held at the Napier Avenue campus on April 19.

Barbara Craig attended the April PERC breakfast of the Buchanan Area Chamber of Commerce. Community relations representatives from American Electric Power were the featured presenters and discussed the business of providing power to the local community. **Ms. Craig** also attended the Best and Brightest banquet in South Bend. **Dr. John Selmon** was a nominee.

Kamala Chancellor helped Ms. Bowerman's 3rd grade class learn how to open a restaurant and run a bank account during her Junior Achievement visits to Moccasin Elementary School in Buchanan. **Bob Harrison** greeted the group of non-profit and community leaders who had registered for **Jacquie Johnson's** April 26 grant-writing workshop. The twelve students in attendance had positive things to say about how the workshop motivated them to collaborate, learn and share more.



LAKE MICHIGAN
C O L L E G E

FINANCIAL REPORT

Due to the timing of the May 2008 Board of Trustees Meeting
The Financial Report will be distributed by mail after the meeting

Deanna Coleman, CPA
Vice President, Financial Services

1. INFORMATION TECHNOLOGIES (IT)

Banner Upgrade Activities

IT continues to work on Phase II of the Banner hardware upgrade. As part of Phase II, IT has worked with SunGard to successfully migrate the WaveLink database on April 26, to the new database Dell server. This completes the migration of all the production databases that resided on the aging Sun database server. To complete Phase II of the upgrade, IT will be working with SunGard over the summer to migrate the WaveLink Application to a new Dell server. At that point, all Banner systems will reside on new Dell hardware and make use of the new backup system. Phase III of the upgrade will include adding a secondary database for reporting and backup purposes and is targeted for completion by the end of 2008.

Banner Report Development Activities

IT continues to address reporting needs within the organization and has worked on the following activities:

- Developed a Transitional Studies notification letter generation process for students that fail to meet the minimum requirements for college ready courses. This process includes a new letter that can be tri-folded and stuffed in envelopes. This is a significant process improvement over the current manual process and is expected to reduce work activities.
- Developed a Student Application by School report for Student Services. This report identifies student applications and registration activity by High School.
- Developed an Unregistered Application report for Student Services. This report identifies students who have completed an Application, but have not registered for courses. This will provide Student Services Recruiters insight to the students that may need assistance with the registration process.

User Support and Help Desk Activities

User Support/Help Desk logged into Footprints one hundred twenty-five issues and closed one hundred twenty-two issues during the month of April. In April 2008, eighteen printers were replaced and three upgraded. The Napier Avenue Room B-303 open computer lab had two thousand one hundred sixty-seven users signed in to use the lab in March. The lab was reserved by teachers for classes ten times in March, with average class size of twenty students. The average daily usage was forty-four students for the 8 a.m. to 12 p.m. time period, twenty-five students for the 12 p.m. to 4 p.m. time period and eighteen students for the 4 p.m. to 10 p.m. time period.

User Support prepared seventy-five computers for the College's Digital Excellence Program for the spring semester student giveaway. These computers had their data wiped off and were re-imaged with Windows XP

Operating System and Open Office. The Digital Excellence Program for students is a free computer assistance program awarded to students through a lottery system. LMC students who were enrolled for credit classes during the winter 2008 semester, have a valid LMC issued college ID and complete the Computer Assistance Application were eligible for the lottery drawing. Student Life received over two hundred applications. Winners were required to attend a one-hour training session. Seventy-three students attended the training session and received a computer on April 24. Two athletic students made arrangements for the training and pickup at a later time. Lake Michigan College has awarded one hundred ninety-three computers to students and local community groups within the past six months.

D. On behalf of the President, the Vice President for Institutional Advancement and Planning and the Vice President of Administrative Services and Special Assistant to the President submit the following reports:

1. INSTITUTIONAL ADVANCEMENT AND PLANNING

A. Gifts and Pledges

For reporting purposes, the following gifts have been received by the LMC Foundation during the period of April 2008:

Gifts

Advancement Div. Discretionary Fund

Mr. & Mrs. David Vonk \$50.00

Elijah Burton Endowed Scholarship Fund

Mr. & Mrs. Elijah Burton \$500.00

Jerome O'Bryant Memorial Scholarship

Mr. & Mrs. Richard Averill \$100.00

Lois Wier DAR Scholarship

Algonquin Chapter D A R \$200.00

Machine Tool Technology

Progressive Components \$1,000.00

Men's Baseball Program

August Pohl Auto Parts \$100.00

Bud Distributing \$750.00

Mack Agency, Inc. \$200.00

Thomas Rivette \$500.00

Williams-A-1 Expert Tree Service \$300.00

Music Education Fund

Michigan State Band & Orchestra Assn. \$500.00

Mr. & Mrs. Edward Schalon \$1,000.00

Next Generation Fund

Mr. & Mrs. Stirling Blair \$50.00

Twin Cities Assn. of Insurance Women Scholarship

Twin Cities Association of Insurance Women \$3,000.00

Total Number of Gifts: 14 Subtotal: \$8,250.00

Matching Gifts

Whirlpool Foundation

Advancement Div. Discretionary Fund \$1,040.00

Mainstage Endowment/Premiere Partners \$2,450.00

Music Education Fund \$9,900.00

Total Number of Gifts: 1 Sub Total: \$13,390.00

Gifts In Kind

Gifts-in-Kind, Other

Whirlpool Corporation

Hunter Colorimeter -
Technology Dept.

Total Number of Gifts-in-Kind: 1

Lake Michigan College
 Gifts, Pledges & Grants Received
 2007-08

MONTH	GIFTS & PLEDGES	<u>GRANTS</u>	<u>TOTAL</u>
July	20,102.87	976,046.00	996,148.87
August	2,370.00	900,337.00	902,707.00
September	15,272.15	297,161.00	312,433.15
October	34,123.00	4,993,902.00	5,028,025.00
Nov/Dec	166,323.53	12,240.00	178,563.53
Jan/Feb	63,327.00	578,127.00	641,454.00
March	11,782.00	0	11,782.00
April	21,640.00	166,586.00	188,226.00
May			
June			
TOTAL:	\$334,940.55	\$7,924,399.00	\$8,259,339.55

Donors (April): 16
 Donors Year-to-Date: 444

Last Year-to-Date Donors: 625
 Last Year-to-Date Gifts/Pledges: \$434,454.90

Proposals

None

Approvals

Title: Student Financial Assistance Services \$165,159

Source: U.S. Department of Education

Officer: Anne Tews, Director of Financial Aid

Dates: July 1, 2008 – June 30, 2009

Match: Cash - \$28,437

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: Community Engagement Conference \$1,427

Source: American Association of Community Colleges

Officer: Dr. Paige Eagan, Title III Coordinator/Chemistry Instructor

Dates: May 21 – 23, 2008

Match: \$0

Summary: Dr. Paige Eagan will use grants funds to attend the Community College National Center for Community Engagement's 17th annual conference, *Recipes for Student Retention through Service Learning and Civic Engagement*.

Total No. 2 \$166,586

Grants Department

The Grants Office is hosting a *Grant Management Seminar* with Attorney Michael Brustein on June 5. All LMC grant directors, financial services accountants, and supervisors are invited to attend the half-day seminar. Michael Brustein is recognized for his federal education regulatory and legislative practice. He counsels school districts, state educational agencies, public and private postsecondary schools, charter schools, third-party contractors of educational services and proprietary schools in federal education laws.

Other grant management and proposal development training included: *Needs Statements: From Research to Writing* on April 17, *Institutional Grants Collaboration* on April 22, and *Creating a Federal Grant Audit Trail* on April 25.

Charmaine Kibler, Mary Fowler, and Paige Eagan submitted and received a grant application to the American Association for Community Colleges for attendance to the 2008 Community College National Center for Community Engagement Annual Conference titled *Recipes for Student Retention through Service Learning and Civic Engagement*. The grant will cover the registration fee and related travel expenses. **Dr. Eagan** will attend the conference on May 21-23.

College staff continued to work on the four-year implementation proposal for Achieving the Dream (ATD). The final implementation proposal was submitted to the W.K. Kellogg Foundation in May. The proposal included \$400,000 for course redesign, professional development, and innovation funds. The proposal was the final product of a year's planning that included a rigorous analysis of student data, review of current policies and practices, and engagement of community organizations and college faculty and staff. The original ATD core team includes: **Randall Miller, Chuck Philip, John Selmon, Jenny Schanker, Randall Melton, and Charmaine Kibler**. Other key staff involved with the application include **Nancy Johnson, Mary Fowler, Paige Eagan** and **Jeff Noel**.

Advancement

The Foundation's Operations & Stewardship Committee recently met with **Greg Koroch, Nancy Conybeare** and **Mary Klemm** to discuss donor communication and outreach. Committee members Tim Passaro, Mary Jo Tomasini and Melissa Moore evaluated the recent endowed donor report and letter and reviewed a proposed survey to send to Foundation donors to assess their satisfaction with the Foundation's stewardship processes.

Officers and members of the Rotary Club of South Haven met with **Nancy Conybeare** to discuss plans for the Rotary Club's upcoming *Hats Off to South Haven* auction to be held on May 10. **Ms. Conybeare** provided members with

detailed information regarding revenues and disbursements from the funds that net proceeds of the event have funded, and answered members' questions about Advancement office processes.

Nancy Conybeare attended the *Michigan Community College Foundations' Networking Day*, held at Northwestern Michigan College (NMC). Sessions included:

- Annual Campaign Strategies
- Alumni Giving Strategies
- Scholarships: Management & Awarding
- Approaches to Grant Writing
- Major Gift Fundraising

A highlight of the day included NMC Foundation Board Members as panelists discussing such topics as how to leverage your assets, and creating a high performance Foundation Board.

Mary Klemm, along with other college staff with Banner responsibilities, attended the 2008 Sungard Summit in Anaheim, California. **Ms. Klemm** attended sessions on how to most effectively use the Alumni module of the Banner system. Included among the sessions she attended were using on-line giving to support fund-raising, building the alumni file through utilization of the student/advancement interface system, file sharing with advancement staff and electronic transfer of gifts through payroll deduction.

The Foundation Board of Directors and Alumni Association Board of Directors were hosted at an April 25 briefing regarding the College's Five-Year Capital Strategic Plan. **Dr. Randall Miller** welcomed the guests and later in the program fielded questions on college projects and the upcoming millage. **Anne Erdman** presented the key steps and timeline the plan addresses. **Dean Souden** highlighted the emerging curricula components of the plan, and **Lee Van Ginhoven** provided an overview of the facilities upgrades. Questions and concerns expressed by those in attendance provided valuable feedback and perspectives to college administrators as LMC continues to move forward with this multi-year plan.

Doug Schaffer, Mary Klemm, and Greg Koroch are making plans for the 20th annual Lake Michigan College Golf Outing on August 11 at the Orchard Hills Country Club in Buchanan. Proceeds from the event support the College's Intercollegiate Athletic program. Throughout the years, the event has raised approximately \$150,000, providing support for team travel, the purchase of uniforms, facility and ground upgrades and more.

Mendel Center Operations

During the week of April 21, Conference and Event Services (C&ES) hosted the LECO Worldwide Application meeting. This event featured visitors from around the world.

On April 24, C&ES simultaneously served five different groups a total of three hundred lunches. The groups served included LECO, Take Your Child to Work, the Student Support Services Graduate & Transfer Banquet, the National Volunteer Luncheon and the Michigan NCRC meeting. With the coordination of lead cook ***Alice Archer-Snow***, Customer Service Manager ***Tonya Martindale*** and Coordinators ***Christine Anderson*** and ***Ken Clark***, each group was served on time and the correct menu.

The Southshore Concert Band, with conductor ***Dale L. Reuss***, presented *Dances and Flights of Fancy* on April 20 at the Mainstage Theatre. ***Dan Hendrickson*** served as master of ceremonies.

More than 4,000 local students were at the Mainstage on April 22 for the Southwest Michigan Symphony's annual field trip performances. This year's performance was *Stone Soup*.

During the month of April, the following events took place on the Mainstage, or were supported by the Mainstage Services staff.

LMC Hanson Theatre production	April 3 - 6
Capstone event	April 5
Southwest Michigan Symphony rehearsal	April 11
Southwest Michigan Symphony concert	April 12
"America" – Mainstage Season performance	April 13
LMC Spring Musical concert rehearsal	April 16
LMC Spring Musical Concert	April 19
Southshore Concert Band	April 20
Southwest Michigan Symphony rehearsal	April 21
Southwest Michigan Symphony concert	April 22
LMC Jazz Band rehearsal	April 23
"Cinderella" – Mainstage Season performance	April 26
LMC Jazz Band Concert	April 26
Economic Club	April 27
FOP Concert	April 28
Blossomtime Fashion Show	April 30

Marketing Services

Marketing Services is supporting Commencement preparations including the Commencement program production, writing of press releases and distribution, media relations, event photography and the pre-ceremony

rolling photo slide show. Staff members working on the project include **Sue Lister, Mike Johnson, Carolyn Stevens** and **Laura Kraklau**.

Marketing Services supported the Hispanic College Day event, hosted this year by LMC, in a variety of ways. **Carolyn Stevens**, with the help of **Stan Kapica, Jr.**, set up a web-based registration system to streamline that process for the event organizers. **Sue Lister** and **Mike Johnson** provided press release and welcome signage support. **Laura Kraklau** handled media relations for those media outlets who covered the event.

The “Princess Party” pre-show event for the Mainstage performance of Cinderella was an overwhelming success. **Sue Lister** developed the concept for the party, which preceded both performances on April 26. Over three hundred guests were in attendance. They enjoyed craft projects, lunch and storytelling by **Carolyn Stevens**, who played the role of LMC’s very own princess.

On May 2-4, LMC Graphic Design Coordinator **Mike Johnson** held an art exhibit at Lakeside Gallery during the Art Attack weekend. The showing featured several large-canvas oil paintings **Mr. Johnson** created over the winter.

Press Releases

	<u>April</u>	<u>YTD</u>	<u>Previous YTD</u>
Releases Distributed	34	231	165
Value of Media Coverage	\$13,012	\$158,427	\$152,467
		(thru mid-April 25)	

2. ADMINISTRATIVE SERVICES

Child Care

Registration continues for Kidzone Kampus, the summer camp program. Children will enjoy learning experiences from music to dinosaurs.

The South Haven Preschool Graduation is scheduled for May 19. Additionally, Teacher Appreciation Week was celebrated at both centers the week of May 5-9.

College Art Collection Update

Library Technician/Archivist **Julie Masten** and Administrative Services, Administrative Assistant **Kathy Tebell** have developed a system for archiving the College's art collection. Proper archive shelving has been ordered. All art has been inventoried, cataloged, and can be viewed from electronic files.

Ms. Masten reviewed the artists during the project and discovered that several were in concentration camps or their parents were in camps. As an example, Itzhak Tarkay was in the Mathausen Concentration Camp when he was nine years old.

Other unique features include a Bert Stern photo of Marilyn Monroe in the collection. Stern recorded Monroe's last two weeks of life. Attached are some selected artist biographies from our collection.

Human Resources

On April 13-16, **Terri Glasgow** attended the International SunGard Summit 2008. Sessions attended included: *Banner Human Resources Kick-Off* (upcoming web integration capabilities and third party collaborations); *IPEDS Race/Ethnicity Data Collection & Reports* (new federal categories for race/ethnicity, data collection and reporting tools); *PeopleAdmin Human Resources Modules* (online performance appraisals, skills/certification/license tracking); *Banner Human Resources & PeopleAdmin Interface*; *Benefit/Deduction Combined Limits*; *Workflow – Resource for Human Resources* (mapping and automating human resources processes to improve efficiency and data integrity); *Position Control Reporting*; *Talent Management*; *Faculty Load and Compensation Part 1 and Part 2* (included automating electronic contracts with approvals); and *Making Electronic Personnel Action Forms (EPAF's) Smart and User Friendly* (best practice presentation by Wayne State University on how they achieved increased institutional effectiveness, significant process improvements, increased accountability and responsibility and functional buy-in of their human resource processes).

Professional Development

On April 22, **Bob Schodorf** and **Lee Van Ginhoven** conducted an Earth Day Panel question and answer period for students, faculty and staff.

On April 9, **Lee Van Ginhoven**, Director, Facilities Management attended a webcast entitled, *Creating a Greenhouse Gas Inventory – What Does It Take?* The webcast was hosted by the National Association of College and University Business Officers.

On April 2, **Lee Van Ginhoven** attended the second of a three-part U.S. Green Building Council webinar series on carbon reduction, entitled *Corporate Climate Strategy Overview*.

Jeff Bond, Supervisor, Facilities developed a training module for the new ADT security system at Bertrand Crossing, M-TECSM and South Haven and completed training personnel from each location.

Diversity

One of the primary goals of the College's Diversity Plan for 2007-2012, *"Intentionally Developing Cultural Competence, Fluency and Curiosity,"* included an annual assessment of the level of awareness and competence of the College's stakeholders, as it related to the critical issues of diversity and inclusion. To address this goal, members of the Lake Michigan College faculty, staff, students and the community-at-large, were informed about and given the opportunity to provide feedback on their perceptions of the College's diversity efforts through the administration of a web-based survey audit administered through www.zipsurvey.com.

The first such Diversity Audit was initiated in December 2006 and serves as a baseline for any movement in the perceptions of the College community regarding these issues. A total of one hundred forty individuals responded to this year's survey. The Diversity Council will meet over the summer to analyze and evaluate the survey results in conjunction with other collegewide assessment instruments (e.g., the 2007-08 Student and Employee Satisfaction Surveys) to guide future specific planning initiatives.

Bookstore

The Napier Avenue Bookstore administered a very successful book buyback, giving back \$84,585 to students in just the last two weeks of the winter semester. This was 15.39% or \$11,284 over last year.

The success of this year's buyback is due to the timely submission of book adoptions by faculty, so textbooks could be purchased from students. The book adoption rate going into buyback was sixty-eight percent for fall term, a twenty percent increase over last year.

The South Haven Bookstore exceeded sales expectations for its first year of operation. With a revenue budget of \$200,000, the year finished at over \$216,000. South Haven sales, combined with the Napier Avenue Campus Bookstore, saw a \$64,000 increase in sales over last year, a 3.6% increase.

Facilities Management Projects

Online Maintenance Management System – YTD Monthly Change (05.01.08)

Work orders unassigned or in planning.....	2	(2)
Work orders in progress.....	23	14
Work orders completed	255	4

Provided setup and technical support for the following college and client events:

- | | |
|--|---------------|
| 1. Honor’s Convocation | Tech Required |
| 2. Annual LMC Faculty Art Exhibit | |
| 3. Spring Symposium & Michigan Medical | Tech Required |
| 4. Lakeland Medical Office Association | |
| 5. Community Connections of SW Michigan | Tech Required |
| 6. Hispanic College Day Meeting | |
| 7. Jazz Band Concert | |
| 8. SWMI Association of Realtors – Fair Housing | |
| 9. South Shore Concert Band | |
| 10. SWAYD Summer! What Are You Doing? | Tech Required |
| 11. AKA Debutante Cotillion | Tech Required |
| 12. WIRX-WSJM Girl’s Night Out | Tech Required |
| 13. Spring Choir Concert | |
| 14. LECO Worldwide Applications | |
| 15. SWMI Symphony | |
| 16. Citizens for Progressive Change – Women’s Conference | Tech Required |
| 17. Spring Fling | |
| 18. Michigan NCRC Meeting | |
| 19. National Volunteer Luncheon | |
| 20. Take Your Child To Work Day | |
| 21. SSS Graduate & Transfer Banquet | |
| 22. Lakeshore High School Prom | Tech Required |
| 23. Liz Sophia Bizoe Division Rally | |
| 24. Economic Club | Tech Required |
| 25. Niles Community School–Strategic Planning Meeting | |
| 26. Above and Beyond | |
| 27. LMC, Cook, Palisades Press Conference | Tech Required |
| 28. Community Leadership Alumni | Tech Required |
| 29. Blossomtime Fashion Show | |
| 30. Chemical Training, Alexander Chemical | |
| 31. Law Day Luncheon | Tech Required |
| 32. Career Technical Education Banquet – BCISD | Tech Required |

33. Alumni Association Awards Luncheon

34. SVIP Spring Recognition – Reg. IV Area Agency on Aging Tech Required

In addition, the following routine maintenance work and project activities were completed:

- Completed flashing and roofing repairs to the Mainstage Ticket Office roof.
- Completed paint upgrade to the Mendel Center Mainstage Lobby railings.
- Completed air damper repairs at M-TECSM.
- Completed rewiring and installing cooling tower sump pump motor at the Mendel Center.
- Completed grounds preparations for Commencement.
- Completed grounds repairs resulting from Marathon Oil Company easement clearing.
- Completed minor repairs and adjustments to the Napier Avenue Building hot water heater.
- Re-welded a failed motor mount on one of the South Haven air handling units.
- Completed final painting of the new Admissions office area.
- Completed installation of new bus bar switches in the Napier Avenue Building.
- Completed construction of art display boxes for the Faculty Art Exhibit.
- Completed pre-watering season preparations on irrigation systems at all locations.
- Completed installation of a multi-media projector in A-314.
- Repaired a potable water leak at South Haven, resulting from a crack in a portion of copper piping.
- Replaced overhead lighting ballasts in the Mendel Center ATC and the Upton Telecommunications Center.
- Repaired hot water piping leaks in the Napier Avenue D-Wing washrooms.
- Replaced discolored globe light fixtures at Napier Avenue campus.
- Completed curb and roadway painting at Napier Avenue campus.
- Completed repairs to Napier Avenue Building exterior signage, where the adhesives had failed over the winter season.
- Completed the demolition of the property at 1508 Yore Avenue.
- Relocated the partition walls from the former Admissions area to the Financial Aid offices.
- On April 18, **Ted Hartline**, Supervisor, Facilities and the grounds crew met with Mr. Bruce Snyder, Wildtype Design, Native Plans & Seeds, Ltd. to discuss a plan for returning portions of the Napier Avenue campus to natural grasslands and wildflower meadows.
- On April 21, **Lee Van Ginhoven** attended a meeting with Senator Debbie Stabenow at her East Lansing office regarding our funding request to support the addition of a construction curriculum.

- On April 23, **Lee Van Ginhoven** attended the State of Michigan House Sub-Committee on Appropriations meeting in regards to our Capital Outlay Request.
- On April 30, **Jeff Bond**, Supervisor, Facilities attended a public meeting with the Berrien County Road Commission advocating support for repaving Yore Avenue between Napier Avenue and Empire Avenue.
- On May 1, **Lee Van Ginhoven** and **Ted Hartline** conducted the Pre-Construction Meeting for the Medical Imaging Career Center, along with representatives from Progressive AE and Fiskars Construction.

Emergency Management

- On April 15, **Lee Van Ginhoven** attended the Berrien County Disaster Committee meeting held at the Lincoln Charter Township Hall.
- On April 29, **Randall Melton** and **Lee Van Ginhoven** attended the Sub-Committee Meeting on Continuity of Operations Planning (COOP). Richard Butterworth, Sub-Committee Chair, provided a presentation on the Berrien County Emergency Preparedness Infrastructure.
- On May 2, **Lee Van Ginhoven**, **Randall Ward** and **Lynn Riptoe** attended *Assessing Threats in A School Environment* training. The training was sponsored by the Berrien Springs Oronoko Police Department and was presented by the Federal Bureau of Investigation.

Master Plan

- Developed a kick-off plan for the process to begin in early June.
- Continued to forward detailed classroom schedule and staffing data to the space planner, Comprehensive Facilities Planning, Inc.

3. HUMAN RESOURCES

Payroll Report Year-to-Date

	<u>April 2008</u>	<u>April 2007</u>
Payroll and Benefits		
General Fund	\$16,030,776	\$15,182,859
Restricted Funds	<u>4,324,999</u>	<u>3,303,834</u>
Total Payroll and Benefits to Date:	\$20,355,775	\$18,486,693
# of Employees		
General Fund	535	532
Restricted Funds	<u>110</u>	<u>105</u>
Average # of Employees Paid:	645	637

Posted Positions or Positions in the Hiring Process

Admissions Specialist *(Replacement)*

Circulation and Reference Assistant, Part-time *(Replacement)*

Coordinator, Student Loans *(New position)*

Data Analyst *(Replacement)*

Food and Beverage Manager *(Replacement)*

Instructor, Medical Imaging *(New position)*

*JAG Specialist, Workforce Services, One-Stop Project *(3 New positions)*

Maintenance Technician, Part-time *(Replacement)*

Sales Representative, Community & Business Services, Part-time *(Replacement)*

Positions Filled

Marta Amar, Generalist/Transcript Evaluator, Part-time

Sarah Anderson, Career Navigator, Workforce Services, One-Stop Project

Karen Barnes, Assistant, Michigan Prisoner Re-entry Initiative

Nicole Birmingham, Staffing Consultant, Workforce Services, One-Stop Project

Dubelsa Mata, Career Navigator, Workforce Services, One-Stop Project

Retirement

Greg Eversole, Economics Instructor

Reassignments

Stan Kapica, Jr., Web Application Support Specialist

Zomar Peter, Academic Advisor, Community & Business Services

Cindy Reuss, Senior Admissions Specialist

Louis Thomas, Admissions Specialist

Resignations

Laurie Diggins, Circulation and Reference Assistant, Part-time

Brian Parsons, Job Specialist, Michigan Prisoner Re-entry Initiative

Adjunct Faculty (Community and Business Services)

Name	Course Title
John Closson	Blueprint Reading w/Welding Symbols
James Figlia	MS Office PowerPoint 2007 Basics
Jacqueline Johnson	Grant Writing 101
Kevin Krietner	IMT Machining
Paget Mangold	MS Office PowerPoint 2007 Basics
Willie Parker	HVAC Fundamentals
Melissa Pedersen	Spanish for Travel
Erick Pifer	QuickBooks Pro 2007 M-TEC SM
Ray Satterfield	Machine Maintenance
Ryan Steele	MS Office PowerPoint 2007 Basics

*Jobs for America's Graduates Program (JAG)

VIII. NEW BUSINESS

A. Draft 2008-09 Goals

The *Draft* 2008-09 Goals, supportive of the College's Vision and Strategic Plan, are drafted with input from College employees. A copy of the draft is enclosed with this report.

ACTION:

We recommend that the Lake Michigan College Board of Trustees accept the 2008-09 Goals, as presented. Further, we recognize that initiation of some items will be dependent on Board of Trustees' approval of the 2008-09 budget.

B. 2008-09 Annual Budget

The 2008-09 Annual Budget will be presented at tonight's meeting. A copy of the draft is enclosed with this report.

ACTION:

We recommend that the 2008-09 Annual Budget be approved by the Lake Michigan College Board of Trustees, as presented.



LAKE MICHIGAN C O L L E G E

Annual Operating Budget
2008-2009

Presented to

Lake Michigan College Board of Trustees

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Foreword

Students, businesses, communities and citizens are counting on Lake Michigan College to:

- Provide **top-notch programs in high-demand careers**
- Prepare students for an increasingly **science and knowledge-based economy**
- **Create a pool of high-skilled workers** that keeps and attracts business
- **Protect their investment** in our facilities, including South Haven and Niles
- **Partner with universities** to create advanced degree opportunities close to home
- **Enhance the region's quality of life** by providing cultural, professional entertainment and social opportunities

--To that end, the College developed its goals, and by extension, its budget with these intentions.

The State of the State

Michigan continues to lead the nation in unemployment. Michigan's unemployment hit 7.4 percent in November, a full percentage point worse than the State with the next highest rate. Michigan lost 76,500 jobs in the previous 12 months, and was the only state to report a job drop during that time. In the third quarter of 2007, Michigan led the country in the percentage of mortgages going into foreclosure. More than one out of every 20 mortgages in the State is either in foreclosure or on the brink.

"Michigan is definitely in a recession, no ifs, ands, or buts," said David Wyss, chief economist for Standard & Pooors. Manufacturing employment in Michigan has dropped by nearly a third, or 300,000 jobs since 1999.

Lake Michigan College Budget Snapshot

The economic condition of Michigan, a declining population, higher energy, and the housing market continue to put a significant strain on LMC's operating performance. LMC started the FY '08-09 budget with a \$1.384 million projected loss. To balance the budget and to ensure the organization moves forward on new programs, several reorganizations with staffing cuts have been made.

The College is now projected to be at a breakeven financial position with a budgeted net income of just over \$500.

Revenue Notables

- State aid is projected at \$5,058,200
- No increase in tuition and fees
- Enrollment is projected to be flat

Expense Notables

- Wage increases are budgeted as follows:
 - 6% full-time faculty, based on union contract
 - 2% for staff
 - 3.3% increase for adjunct faculty
- A .18% decrease in MSPERS retirement costs and no change for the optional retirement plan
- Healthcare cost increases of 2.5% to 8%
- Modest increases in operating expenses at 1.74%

FY 09 Budget

Despite the economic conditions, the College still must move forward to meet the needs of its students and the community. Investments will be made in the expansion of the Assessment Center and the opening of a new Medical Imaging Center, with new program offerings in MRI and ultrasound. The College also received a Title III grant for the development of new science-based curriculums.

Budget Assumptions

Tuition and Fees - The College will be changing to a full contact hour from a credit hour tuition base. Fees will remain the same. The College will also be offering students the opportunity to participate in the Federal Stafford Loan program in FY '09.

Enrollment is expected to remain flat, except for a few new programs that are expected to begin in FY '09.

Scholarships, such as the Board of Trustee and Divisional Scholarships remain unchanged and other scholarship waivers are expected to remain about the same as the current year. The net difference in scholarship dollars is a \$10,000 reduction. The College has also budgeted \$96,800 in waivers. These waivers include employee and employee dependent waivers, as well as senior citizen and American Indian waivers. Besides the scholarships given by LMC, students have an opportunity to access scholarships from restricted donors, Pell Grants, Michigan Merit, FSEOG, TRiO programs and the Federal Financial Aid Program.

Property Taxes - Over the years, the College has received steady increases in revenue from local property taxes. Part of this is due to increases in the Renaissance Zone payments. The recent downturn in the housing and commercial real estate market is beginning to impact property tax values. As a result, the College has projected a 2% increase in property tax revenue for FY '09, compared to a 5% increase over the last few years.

State Appropriations - The State budgeted a 2.8% (\$138,540) increase in state appropriations based on its adjusted FY '07-08 appropriation of \$4,919,800. This is actually a decrease from our current year revenue of \$5,108,404.

Auxiliary revenue consists of revenues from sales and includes Mainstage, Conference and Events Services and the Munchy's Café. Revenue from this area is expected to increase \$95,000. Mainstage and Conference and Event Services are in the process of developing a revised operating plan. The College has engaged a professional consultant to assist in the process. Some restructuring cost reductions have been included in the budget. A detailed action plan is expected to be completed prior to the beginning of the new fiscal year.

Grants and Contract - Grant revenue consists of administrative fees from the Michigan Works! contracts, TRiO contracts and state and federal projects. This revenue is budgeted at \$421,000 for FY '09.

Other Revenue - Other Revenue consists of items such as bookstore commissions, rentals and other items. There were only minor changes in this revenue category.

Salaries and Benefits are the largest expense category, which comprises 70% of the operating budget. For the FY '08-09 budget, the faculty increases are 6%, as a result of

the labor contract. A 2% increase has been budgeted for staff increases. Health insurance is budgeted to increase 8% for faculty. Given the timing of the staff health insurance contract, the effective increase is 2.5% for the staff health plan. MSPERS is expected to decrease .18% to 16.54%, but market factors could result in increased rates. TIAA-CREF is to remain unchanged at 14.96%.

Other Operating Expenses are expected to remain even with the current year. Several cost reduction strategies were implemented in FY '08, which are expected to reduce some operating costs. Areas targeted include office supplies (\$25,000) and credit card fees (\$8,000). These savings have been obtained through negotiations with our providers. Technology costs for new computer systems were also reduced.

Cash Flow and Capital Allocation

Cash flow from operations is expected to generate \$1.7 million in cash flow. Funds reserved for debt service payments are \$150,000, leaving just under \$1.6 million available for capital.

Projected Cash Flow	
Income From Operations	\$ 573
Add: Depreciation	\$ 1,744,000
Total Cash Flow From Operations	\$ 1,744,573
Less:	
Debt Service Cost	\$ 150,000
Funds Available For Capital	\$ 1,594,573

Using the Millage target of .25 mills as a base for determining capital, the College would need to allocate \$1,598,683 of the operating cash flow for capital expenses, including debt service.

Revenue Property Tax	\$12,789,461
Millage Reserved For Capital Investment	\$ 1,598,683

The College has also received a grant from the State for \$366,470 for a Medical Imaging Career Center. Matching funds for the project were \$151,000 from Lakeland Health Foundation, \$5,000 from the South Haven Community Hospital and \$127,530 from Lake Michigan College's operating funds. The College's portion was funded in FY '07. Total grant funds are \$650,000. \$552,150 of the grant is for equipment, supplies and capital. The remaining funds are dedicated to faculty staffing for the new programs.

Medical Imaging Grant	
Construction	\$ 29,000.00
Capital	\$ 416,345.00
Equipment And Supplies	\$ 106,805.00
Total Grant Funded Capital And Supplies	\$ 552,150.00

The total capital budget for FY 2008-2009 is \$1,894,050. The College will use \$266,367 of cash reserves and \$29,000 of grant funds in FY 2009 to increase the total capital budget from \$1,598,683. The additional funds will be used to complete the Medical Imaging Center.

FY 2008-2009 Capital Budget	
Facility Management	\$ 548,951
Title III & Other Academic Capital	220,585
Mendel Center Operations	197,704
Information Technology	516,050
Medical Imaging Career Center	410,760
Total Capital Budget	\$ 1,894,050

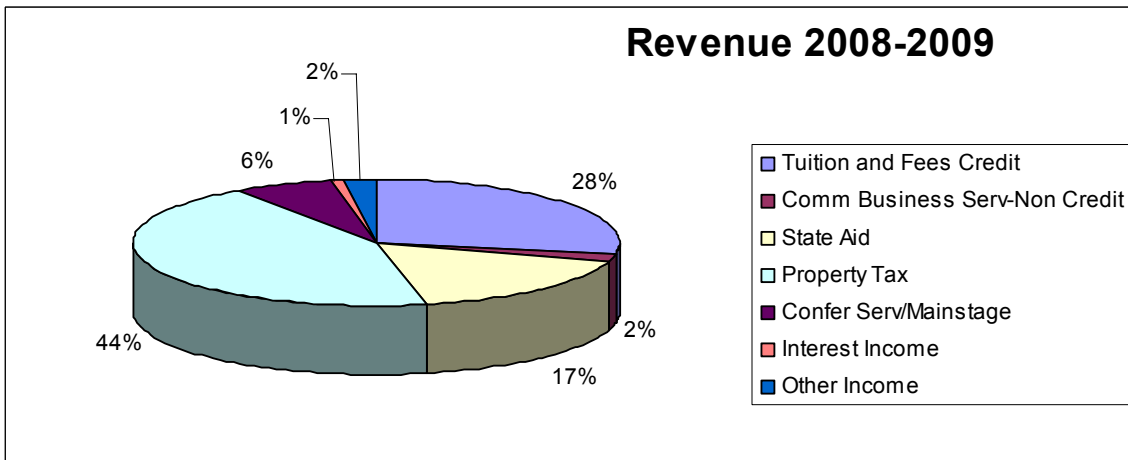
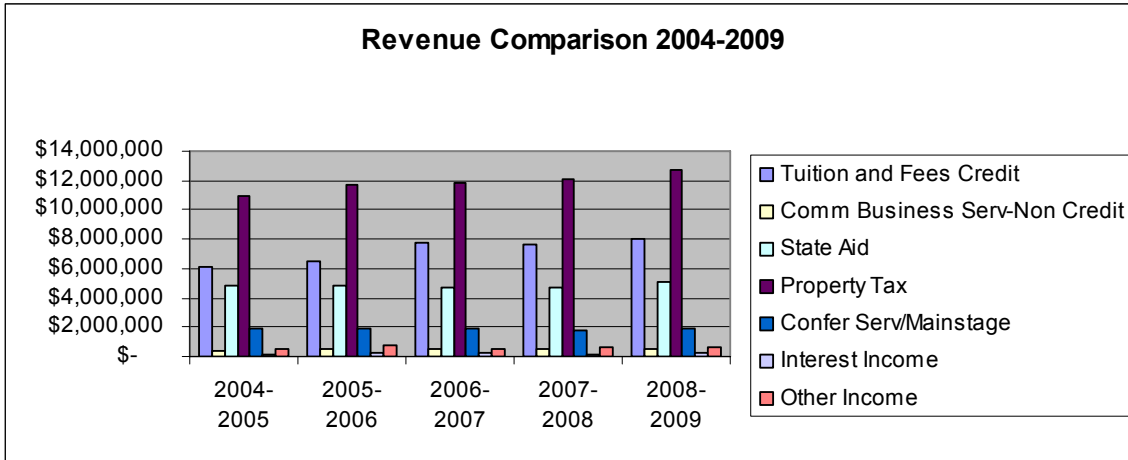
No funding has been budgeted for the State of Michigan capital outlay grant.

Lake Michigan College

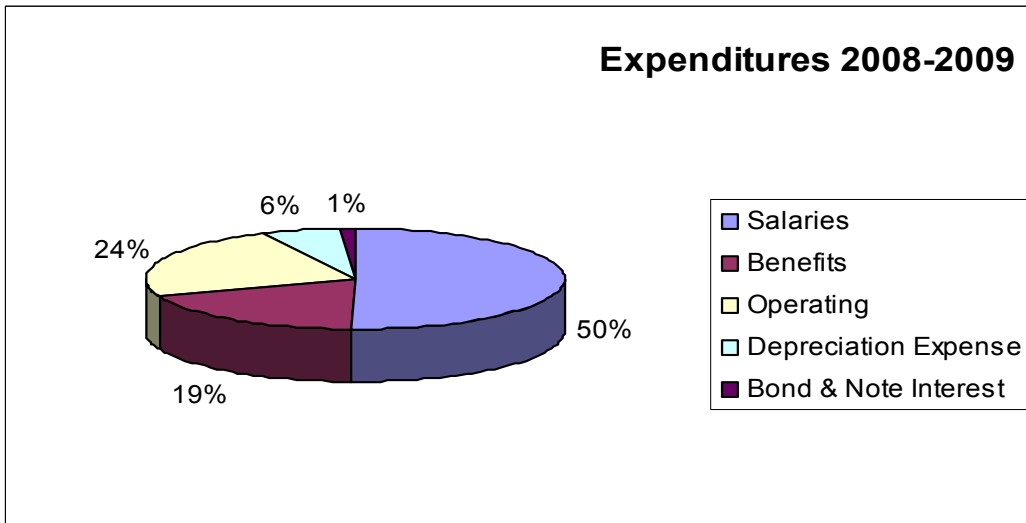
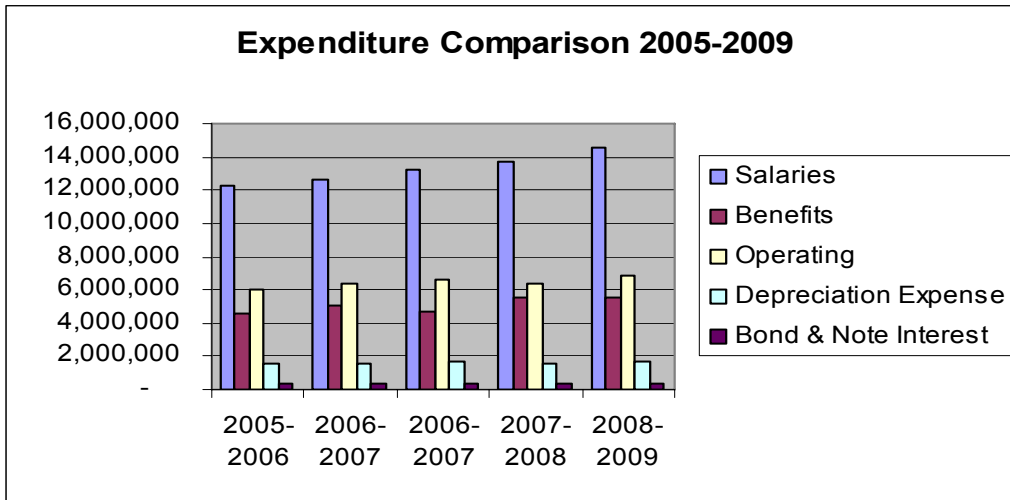
Statement of Operations

	Projected FY 08	Budget 09
Tuition and Fees Credit	\$ 8,090,001	\$ 8,402,317
Financial Aid & Scholarships and Waivers	(428,500)	(417,727)
Net Tuition	7,661,501	7,984,590
Comm. Business Service - Non Credit	510,855	507,150
State Aid	5,108,404	5,058,200
Property Tax	12,516,951	12,789,461
Conference Services /Mainstage Gifts	1,785,566	1,881,283
Grants	398,054	420,858
Interest Income	238,771	208,800
Other Income	245,139	261,432
Total Revenue	28,465,241	29,111,775
Salaries	\$ 14,166,551	\$ 14,601,107
Benefits	5,483,957	5,543,210
Contracted Services	2,034,549	2,137,568
Materials	1,193,640	1,172,640
Travel, Advertising and Misc.	1,746,299	1,754,822
Rent, Utilities & Insurance	1,482,592	1,476,503
Capital Less than \$5000	128,372	227,940
Depreciation Expense	1,700,000	1,744,000
Bond & Note Interest	350,732	345,412
Grant Matching	177,000	108,000
Total Expenditures	\$ 28,463,692	\$ 29,111,202
Net Income (loss)	\$ 1,549	\$ 573

Revenue Comparison



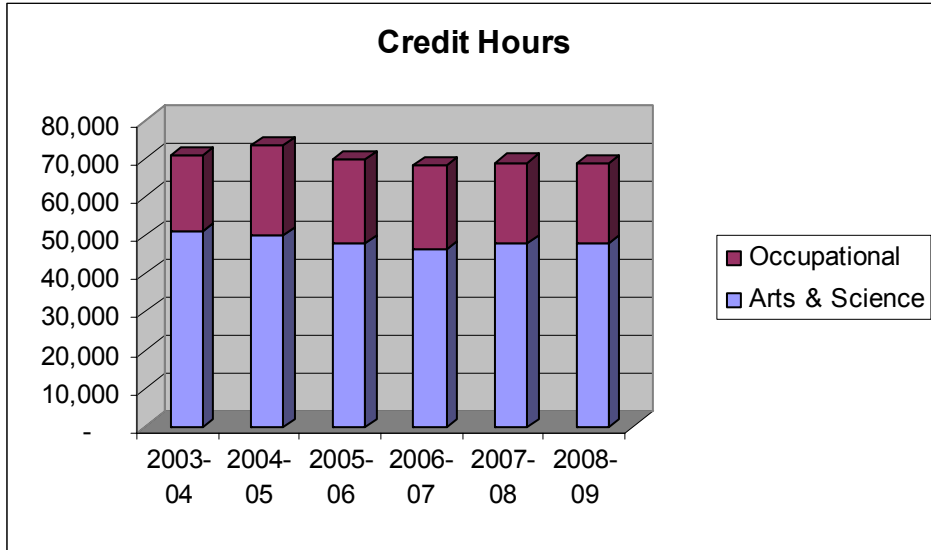
Expense Comparison



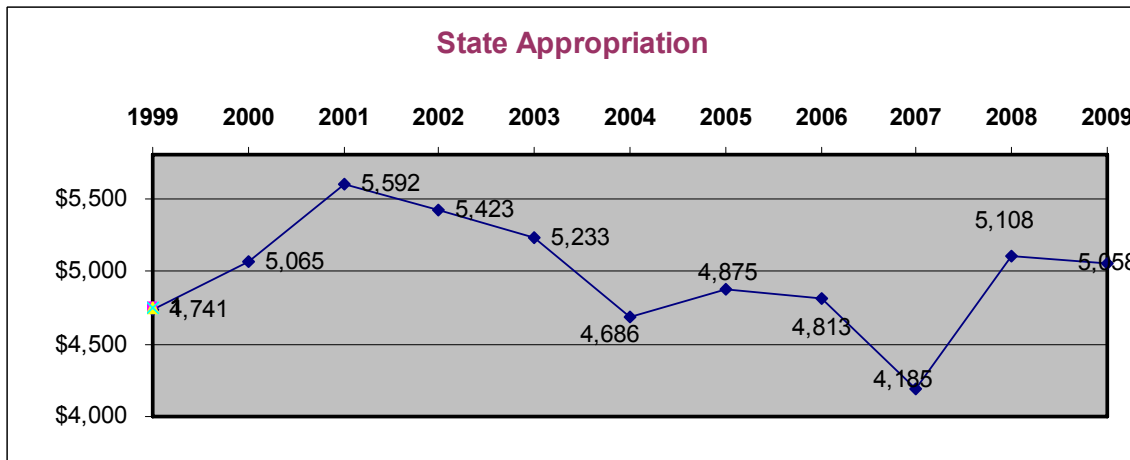
Proposed Tuition and Fees FY 2009

Tuition and Fees / Per Contact Hour	Credit Hour	Contact Hour
In-District	\$72.50	\$72.50
Service-Area	\$108.00	\$108.00
Out-of-Service Area	\$142.00	\$142.00
General Fee	\$9.00	\$9.00
Academic Fee	\$3.00	\$3.00
Student Activity Fee	\$1.00	\$1.00
Technology Fee	\$8.00	\$8.00
Facilities Use Fee	\$10.00	\$10.00

Trends



	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Arts & Science	50,812	50,023	47,968	46,355	47,818	47,791
Occupational	19,852	23,339	21,928	21,782	21,113	21,053
Total	70,664	73,362	69,896	68,137	68,931	68,844



Scholarships

2009	
Scholarships:	
Board of Trustees	\$ 70,000
Divisional	\$ 50,000
Board of Trustees Music	\$ 25,000
Intercollegiate Athletics	\$122,802
Divisional Scholarship	\$ 15,000
Career Tech. Scholarship	\$ 6,000
Theater Scholarship	\$ 5,000
Adult Start - UP	\$ 5,000
Early College Achievement	\$ 22,000
Other	\$ 34,425 *
Total LMC Scholarship	\$355,227

* These dollars will be reallocated to Board of Trustees and other scholarships that have a renewable clause.

CAPITAL BUDGET FY 2008-2009

Medical Imaging Career Center

■ Construct Medical Imaging Career Center*	\$ 387,707
■ Re-carpet 1st Floor C-Wing	<u>23,053</u>
	410,760

Facilities Management

■ WMU-South Haven	30,000
■ Relocate Computer Lab to Library	50,000
■ Trio Lab and Assessment Renovation/Relocation	38,600
■ 2nd Floor C-Wing Classroom Renovations	47,576
■ Relocate Security/Networking Lab	28,070
■ Relocate Digital Media Design	20,000
■ Emergency Phones in Parking Lots	40,000
■ Office Renovations	10,650
■ Paint Academic Building Classrooms	35,000
■ Carpet 3rd Floor B-Wing	12,756
■ Perform Professional Collegewide Facility Assessment	75,000
■ Complete Collegewide Master Plan	94,286
■ Sidewalk Replacement	6,000
■ Facility Critical Repairs	51,013
■ Mendel Center Genie Boom	<u>10,000</u>
	548,951

Title III and Other Academic Capital

■ AE Services Science/Dentistry Renovations	100,000
■ First Stage Chemistry Lab Renovation and Chemistry Chairs	70,585
■ Fitness Center	20,000
■ Musical Instruments	10,000
■ Replace Microscopes	<u>20,000</u>
	220,585

Mendel Center Operations Plan

■ Remodel Mendel Scheduling Coordinators Office	7,000
■ Renovate Upton Hall Dance/Drama Room	25,000
■ Renovate Upton Hall Lobby	15,000
■ Renovate Upton Hall Front Desk and Main Hallway	15,000
■ Reconnect Upton Hall Speaker System	1,000
■ Install LCD Projectors in Mendel Training/Seminar Rooms	13,000
■ Replace Mendel Center Kitchen Oven	48,000
■ Replace Mendel Center Gas Fryers (2)	5,538
■ Replace Mendel Center Steam Kettles (2)	15,181
■ Replace Mendel Center Kitchen Gas Griddle	5,385
■ Replace Mendel Center Dishwasher	<u>47,600</u>
	197,704

CAPITAL BUDGET FY 2008-2009 (continued)

Information Technology Capital	
■ PC/Laptop Upgrades (approx \$620 for baseline unit)	195,000
Servers and Disk Storage	
■ SAN Chassis	20,000
■ Lab Server	6,500
■ Email Failover Gateway Server	6,500
■ File Servers	6,500
■ Data Center Improvements	
■ Generator	45,000
■ AC Unit - Mental Data Center	6,500
■ Media Safe	5,200
General Improvements	5,000
Networking	
■ Internet Traffic Manager	12,000
■ Small Switch Upgrades	18,750
■ Large Switch Upgrades & Internal Firewall	90,000
■ SPAM Firewall Failover	5,000
■ NAC Solution	12,000
■ Wireless Access Points	9,600
Other Projects	
■ Phone Switch Upgrades	55,000
■ Business Continuity - Replication & Recovery Solution	5,000
■ Digital Signage	12,500
	516,050
 Total Capital	 \$ 1,894,050
 Funding Sources:	
Capital from Radiology Grant	\$ 29,000
Capital Operating Funds	\$ 1,598,683
Cash Reserves	\$ 266,367
Total Funding	\$ 1,894,050

C. **Revised Policy Related to Administrative and Professional/Technical Staff**

The following Policy Related to Administrative and Professional/Technical Staff is proposed for revision as follows. New proposed language appears in bold. Proposed revisions have been reviewed by College counsel.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the policy changes, as presented.

DRAFT POLICY RELATED TO ADMINISTRATIVE AND PROFESSIONAL/TECHNICAL STAFF

Office of Origin: Human Resources

Date Adopted: July 29, 1982

Date Reviewed: **April 10, 2008**

Last Date Modified & Approved: June 28, 1990

Policy Statement:

Lake Michigan College will administer the employment of full and part-time Administrative and Professional/Technical employees utilizing the Administrative and Professional/Technical Procedures.

Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or sex. Lake Michigan College encourages the employment of minorities and disabled persons.

Lake Michigan College will comply with existing state and federal employment laws.

Responsibility: Vice President, Administrative Services and Special Assistant to the President

References: State and Federal Employment Laws

D. New Certificate and Degree Programs

Six new programs (certificate and degree) are being presented to the Lake Michigan College Board of Trustees for approval. The programs are:

- AAS in Computer Science Magnetic Resonance Imaging
- Magnetic Resonance Imaging Certificate
- AAS in Paramedic
- Computer Information Systems - Web Option Level 1 Certificate (15 credits)
- Computer Information Systems – Programming Option Level I Certificate (15 credits)
- Computer Information Systems – Information Technology Option Level I Certificate (15 credits)

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

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the offering of the following programs: AAS in Computer Science Magnetic Resonance Imaging, Magnetic Resonance Imaging Certificate, AAS in Paramedic, Computer Information Systems - Web Option Level 1 Certificate, Computer Information Systems – Programming Option Level I Certificate, and Computer Information Systems – Information Technology Option Level I Certificate, as presented.

E. College Board Appointments to the Lake Michigan College Foundation Board of Directors

Lake Michigan College Board Chairman Steve Silcox will announce at tonight's meeting the appointment of Board of Trustees representatives to the Lake Michigan College Foundation Board of Directors for 2008-09.

F. Certification of Appointments 2008-09 MCCA Board of Directors

The Michigan Community College Association (MCCA) Bylaw, Article VII, Sec. 1 and 2 requires each member college to certify to the Secretary of the Association prior to July 15 each year its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the college and one member of the college's governing board. Each College Board is also required to designate an alternate governing board member.

Chairman Silcox will announce at tonight's meeting the appointment of the Lake Michigan College Board of Trustees representatives to the Michigan Community College Association Board of Directors for 2008-09.

G. Account Reconciliation Policy

Financial Services drafted the following Account Reconciliation Policy for consideration by the Lake Michigan College Board of Trustees. College counsel reviewed the draft.

ACTION:

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

DRAFT ACCOUNT RECONCILIATION POLICY

Office of Origin: Financial Services

Date Adopted:

Date Reviewed: April 13, 2008

Last Date Modified & Approved:

Policy Statement:

This policy governs reconciling, verifying and substantiating financial information used by Lake Michigan College personnel for administrative and programmatic decision-making. Review of financial information should be performed on a regular and timely basis.

1. Revenue and expenditure reports, payroll reports, and other financial reports should be verified for accuracy and completeness upon receipt.
2. Controls must be in place to ensure that financial information is complete.
3. Balance sheet accounts must be reconciled monthly.

Accountability and procedures must be assigned and in place in each department to ensure that inaccuracies or incomplete financial information identified during the reconciliation or verification process are investigated and corrected in a timely manner.

Materiality, compliance risk, transaction detail volume, knowledge and experience of personnel performing analyses, and other factors should be considered in the design and implementation of account reconciliation and the subsequent review process.

Responsibility: Vice President, Financial Services