

Lake Michigan College  
Board of Trustees Meeting Minutes  
December 7, 2021  
5:00-5:46 pm  
<https://LakeMichiganCollege.zoom.us/j/91979882290>

### **CALL TO ORDER**

Chair Curry called the Meeting of the Lake Michigan College Board of Trustees to order at 5:00 p.m. Dr. Ken Flowers opened the meeting with the Pledge of Allegiance.

### **ROLL CALL**

Present: Jeff Curry, John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Absent: Vicki Burghdoff

### **SETTING OF THE AGENDA**

The agenda stands as presented.

### **APPROVAL OF MINUTES**

Minutes of the October 26, 2021 Board meeting were approved as presented with a voice by all trustees present.

### **PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

### **PRESIDENT'S REPORT**

Dr. Kubatzke read a prepared statement on behalf of Dr. Leslie Kellogg thanking Dr. Gary Roberts who will begin his tenure as Illinois Valley Community College vice president for academic affairs on January 1, 2022. Dr. Roberts is an LMC class of 1989 graduate and has served Lake Michigan College for over 19 years. He started his career at LMC as a part-time political science faculty in the fall of 2002. He was hired as a full-time faculty in 2004. From 2013, Gary served as the social science department chair, and then was appointed to his current role as dean of arts and sciences in 2015, Dr. Roberts has provided leadership on many initiatives over the years, will be missed, and we wish him well in his future endeavors.

Dr. Trevor Kubatzke introduced Ms. Candice Elders, Executive Director of Marketing and Communications to announce her resignation to take a new position at Honor Credit Union at the beginning of 2022. Ms. Elders was thanked for her many years of service at LMC and the extraordinary work she has done.

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Mr. Jeremy Burleson presented on the LMC trucking program. Noting the truck driver shortage causing the freight back up in the country currently. The American Trucking Association says it takes 3.5 million drivers to transport the required freight to keep the US economy coming. The industry has reported a shortage of 50,000 drivers, and by 2026, estimating 174,000 drivers missing within that field. So, it's an issue that the nation is facing right now. So, when a national problem comes up in Michigan, colleges step up and try to solve this issue. And we've done that, with partnering with tri-area trucking, we've created two classes.

One class is 40 hours long, it's one week, and prepares them to take their Michigan Certification Test. Once they get that certification, they can do the two-week course. So essentially, the students walk in, and they can take three weeks of classes. And in the end, they can make upwards of \$75,000. Trucking today is not like trucking what it used to be where you would have to go off haul from east coast to west coast. But now, our students are leaving the three weeks of classes can go home at night to cover their kids in the event. Since October, we've offered 11 courses. And we've had 31 students graduate from our programs. To break that down, a little bit of the 31 students, 15 of them had their fees paid for by Michigan Works. Nine of them, the Lake Michigan College free tuition program is paying for all their tuition, Currently, we have a waitlist of 10 students, which would push us into March. Mr. Burleson was appointed by the governor to represent all community colleges within the State of Michigan as a board member for the Michigan truck Safety Commission. Sitting on the board, and discussing how can we try to make trucking within the state of Michigan safer?

Mr. Nick Hooper, Director of Campus Life at LMC presented on the Behavioral Intervention Team (BIT).

Now called CARE team, coordination, assistance, response, and education.

The CARE team is:

- Co-Chair – Nick Hooper – Director of Campus Life
- Co-Chair – Mel Grau – Athletic Director
- Jeremy Burlison – Director of Regional Campuses
- Leslie Navarro – Counselor
- Rhi Cross – Counselor
- Steve Silcox – Director of Public Safety
- Beth Lehner – Adjunct Faculty
- TBD – Life Coach



**Vice President of Student Affairs Mr. Nygil Likely**, Vice President of Student Affairs reported on Student Life collaborating with the Diversity, Equity, and Inclusion Office and the Visual and Performing Arts Department to celebrate Indigenous People's Week and Veterans Day. Student Life collaborated with biology faculty member Jessica Beachy on a clean-up activity for Lake Michigan College's on-campus walking trail. Student Life collaborated with the Student Support Services Office to celebrate and honor our first-generation students for First-Generation Student's Week. Student Life, Student Program Board, the Campus Life team, and various student clubs planned and executed the annual Halloween Party

### **Community Impact:**

Housing & Residence Life partnered with the Berrien County Health Department to provide safe sex supplies and information to Beckwith Hall residents.

### **Student Support Services**

November 11, nine students went to distribute water to the community at All Nations Brotherhood Church of God in Christ. **Taliyah Dreux**, Office Manager of Student Support Services was accompanied by the following students: *Joseph Haught, Jeremy Combs, Adrian Jones, Victoria Riley, Alana Burnett, Aurora Brittin.*

### **Athletics**

Volleyball: The women finished their season on a high winning the last four consecutive games. Also, *Maddie Reynolds* (So.) and *Grace Hall* (Fr.) received 2021 Second Team Michigan

Community College Athletic Association (MCCAA) All-Western Conference accolades while *Abigail Nunez* received 2021 Honorable Mention All-Western Conference recognition.

Women's Soccer: Women's soccer qualified for the National Junior College Athletic Association (NJCAA) Region XII tournament and fell to Schoolcraft Community 3-2 due to penalty kicks. Several players received postseason recognition which includes:

*Allison Bishop* (So.): 2021 National Junior College Athletic Association (NJCAA) All-Region XII Women's Soccer Team, 2021 First Team All- Michigan Community College Athletic Association (MCCAA)

*Tania Villegas* (Fr.): 2021 NJCAA All-Region XII Women's Soccer Team, 2021 First Team All-Michigan Community College Athletic Association (MCCAA), 2021 Michigan Community College Athletic Association (MCCAA) Women's Soccer All-Freshman Team

*Holly Curtiss* (Fr.): 2021 Second Team All-Michigan Community College Athletic Association (MCCAA) Women's Soccer, 2021 MCCAA Women's Soccer All-Freshman Team

*Mikayla Bryant* (Fr.): 2021 Honorable Mention All-Michigan Community College Athletic Association (MCCAA) Women's Soccer

*Mariah Krone* (Fr.): 2021 Honorable Mention All- Michigan Community College Athletic Association (MCCAA) Women's Soccer

Men's Basketball: Head Coach **Rickey Hampton** is leading the men for the first time in over a year. They are currently 2-2 in pre-season matchups and are continuing to improve.

Women's Basketball: Head Coach **Ray Kimball** and the Lady Red Hawks are blazing through pre-season with a 2-2 record after losing to a tough Hope College JV team.

Cross Country: The Red Hawks are bringing back cross country to Lake Michigan College. The Athletic Department will be interviewing a coach to lead the men and women for the 2022 season.

## **Academic Affairs**

**Dr. Leslie Kellogg**, Provost and Vice President, Academic Affairs reported on the following:

### **ACADEMIC EXCELLENCE**

- On September 22, the Visual & Performing Arts Department, in conjunction with Student Life, presented their annual Hispanic Heritage Month Celebration in the Hanson Theatre at the Mendel Center. Musical performances included a choral work from Ecuador entitled *La Lluvia*, presented by the LMC Soundwaves under the direction of Visual & Performing Arts Department Chair, **Kris Zook**, a Spanish guitar solo by sophomore, **Matthew Grimm**, under the guidance of Music Lecturer, **Rob Lunn**, and a participatory drum circle lead by the Music faculty including all students and community members present. Students were encouraged to share their family stories honoring our Latinx community. Following the performance, everyone adjourned to the Mendel Center promenade to enjoy food donated by a local Mexican restaurant, El Rodeo.

#### ***Kris Zook leading a drum circle at the Hispanic Heritage Month Celebration***

- On October 8, the Nursing Program received notification from the Accreditation Commission for Education in Nursing (ACEN) of continued program accreditation through the Spring of 2029.
- On October 14, the Visual & Performing Arts Department presented an LGBTQ+ Celebration in the Hawk's Nest for our LGBTQ+ community and allies. The program included a short presentation from Mary Jo Schnell, Executive Director of the Out Center of Southwest Michigan, about the programs and offerings of the Center; a performance of a dramatic monologue entitled "The Normal Heart," performed by

freshman *Sam Garrison*; and a song entitled "Who You Are" performed by sophomore, *Kayla Crematie*. The performances were followed by a short discussion about the activities of the SAGA group (Gay/Straight Alliance) on campus and fellowship over pizza. The event was led by **Patrick King**, full-time Drama Faculty, and **Kris Zook**, Visual & Performing Arts Department Chair.

*SAGA group members at the LGBTQ+*

- On October 21, a celebration of the Indigenous People's community hosted by Visual & Performing Arts and Campus Life was held in the Hawk's Nest. Activities included a native song that was sung and signed by freshman *Lauren Bettis*, a reading of native poetry by freshman *Samantha Alfaro*, and a lesson on native handcrafts and interactive drumming by **Kris Zook**, Visual & Performing Arts Department Chair. The group also watched a short video on the history of our local tribe, the Pokagon band of the Potawatomi people.

*Student Sam Garrison at the Indigenous People's Celebration*

- On October 26 Bertrand Township Fire Department and the Niles Professional Health Careers Academy students participated in a fire extinguisher training at the Niles Campus.
- On October 27, LMC Votes hosted Commissioner Rayonte Bell and Mr. Daniel Carrick from State Senator Kim LaSata's office for a "Lunch and Learn" with ~25 students, staff, and faculty. Both honored guests provided a short presentation on the importance of voting, in particular the youth vote, and then answered questions from the audience.
- On November 3, the Writing Lab hosted guest speaker, Petra Lina Orloff, as part of the "Why Writers Write" speaker series. English Faculty member, **Dr. Eric Mortenson**, hosted the event with support from Writing Lab Director and English Faculty, **Sean Newmiller**. Ms. Orloff spoke about her experiences as a freelance writer and as a woman in business through her creative obituary and memorial company, Beloved. There were 15 attendees on the Benton Harbor campus and an additional 20 attendees via Zoom. Catering for the event was provided by **Chef Luis Amado** and our Culinary Arts students.

*Petra Lina Orloff and the attendees of the "Why Writers Write" Series*

- In Fall '21 semester, Session I, 67% of students (229 out of 342) enrolled in the Guided Educational Pathway Planning (GEPP) course completed successfully. This is a 21% improvement over Fall '20 semester, Session I, course completion.
- 77% of students (54 out of 71) who completed the GEPP course in the Spring '21 semester returned to the College in Fall '21 semester. Comparatively, only 24% (5 of 21) students who were enrolled in GEPP but did not complete the course returned in the Fall '21 semester. These data indicate a positive correlation between completing the GEPP course and student retention.
- A survey of GEPP students found that:
  - 89.4% feel confident in making informed decisions about their future career or educational choices.
  - 80.6% know which courses they should take to achieve their educational goals.
  - 88.7% say the course provided valuable resources on various career options for their educational pathway.
  - 75.2% indicate GEPP helped them define their educational and/or professional goals.

### **STUDENT SUCCESS**

- From October 5 through November 3, **Casey Dubina** and **Zak Wasserman**, Admission Specialists, led FAFSA night presentations and workshops at Berrien Springs, Buchanan, Covert, Dowagiac, Gobles, Hartford, New Buffalo, and South Haven High Schools.
- From October 5 through November 2, the College held informational presentations to juniors and seniors at Allegan, Bangor, Bloomingdale, Covert, Hartford, Hopkins, and South Haven High Schools.
- On October 22, **Zak Wasserman** led a tour of Brandywine High School Students through the Niles Campus.
- On October 26 and November 3, the South Haven and Niles Campuses held a Nursing Program informational session.
- On October 27, part-time faculty members **Myrna McNitt** (Sociology) and **Ruth Mwashinga** (English as a Second Language) held a joint class session for the purpose of bridging communication differences building connections between ESL students and students whose first language is English. Students in **Ms. McNitt's** course came prepared with an outline of questions to ask ESL students about their lives in the United States, how involved they are in their community, and how much knowledge they have about different social services. Despite some slight language barriers, students were able to sustain meaningful conversations for more than an hour. The plan is to continue

this endeavor between community education ESL students and students across campus to increase interaction and understanding, bridge cultural and language differences, and to encourage ESL students to enroll in credit-bearing classes in the near future.

*ESL students paired with native English-speaking students  
to increase understanding and build connections.*

### **COMMUNITY IMPACT**

- Life, Love, & the Soul was the theme of the fall choral concert presented on October 22 by the Concert Choir and SoundWaves under the direction of Visual & Performing Arts Chair, **Kris Zook**, accompanied by collaborative pianists, Jill Garcia and **Alexandra Lee**, part-time Music Faculty. The group filled the Hanson Theatre with glorious sounds as they presented their first full concert to a live audience since the beginning of the pandemic. The music included selections by a wide variety of composers encompassing many styles, genres, time periods, ethnicities, and languages. An original piece composed by **Kris Zook** and was well received by the crowd. Admission was a suggested donation that was donated to the Boys and Girls Club of Benton Harbor.

*Concert Choir led by **Kris Zook**.*

- On October 28, the South Haven Campus hosted the South Haven Speaker Series Joel Toppen, an Associate Professor of Political Science for Hope College, spoke about "What went wrong in Afghanistan?"
- On October 29, the South Haven Campus hosted a Trunk or Treat event with the Van Buren County Health Department.

*Trunk or Treat hosted at the South Haven Campus*

- On November 5, the South Haven Campus hosted the South Haven Chamber of commerce and their annual Economic Development Summit.
- LMC Votes recently received the National Study of Learning, Voting, and Engagement (NSLVE) report for the 2020 election. Due to voter registration and engagement efforts during the 2020 election year, despite COVID-19, our campus community increased the voting rate by 13.4% to 53.4%. This means that over half of registered students showed



up on election day to vote! The national average was 66%, and LMC Votes has set our sights on this goal for 2022.

Finance Reports were provided by Ms. Kelli Hahn for October.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Doug Schaffer asked that the board approve the application in partnership with The Krasl Art Center for the Michigan Council for Arts & Cultural Affairs (MCACA) Unified Civic Monuments Community Partnership Grant.

**Approval for MCACA Community Partners Grant**

Title: Unified Civic Monuments Community Partnership Grant  
Source: Michigan Council for Arts & Cultural Affairs (MCACA)  
Officer: Doug Schaffer, Vice President, Advancement & Community Impact  
Dates: February 1, 2022 – June 15, 2022  
Summary: Lake Michigan College is a partner along with The Krasl Art Center, The African American History and Literature Gallery, The Berrien Community Foundation, and the cities of St. Joseph and Benton Harbor for the Unified Civic Monuments Project. The Unified Civic Monuments Project is an initiative to commemorate social justice and honor the historic legacies of Benton Harbor and St. Joseph, Michigan. The project proposes to publicly place a total of 4 monuments in 2022.

**ACTION:**

It is recommended that the Lake Michigan College Board of Trustees authorize the College to submit an application for the MCACA Community Partners Grant in support of the Unified Civic Monuments Project.

**MOTION** by Ms. Smith with support from Mr. Grover to approve the application. Approved by all members

Mr. Nygil Likely asked the board to approve two United Way Letters of Intent to Support Start to Finish and Counseling Services.

# Letter of Intent

## 2022-2025 UWSM Funding Cycle



### Basic Qualifications:

- Do you serve Berrien, Cass, and/or Van Buren County residents?  
 Yes  
 No
- Are you tax exempt?  
 Yes  
 No  
If no, please explain.
- Do you have a Board of Directors or advisory group?  
 Yes  
 No  
If no, please explain.

### Agency Information:

- Agency Name Lake Michigan College
- Executive Director Nygil Likely
- Contact Email [nlikely@lakemichigancollege.edu](mailto:nlikely@lakemichigancollege.edu)
- Contact Phone (269) 927-8752
- Website [lakemichigancollege.edu](http://lakemichigancollege.edu)
- Tell us about your organization, including, but not limited to your mission statement.
- Lake Michigan College (LMC) is a two-year, accredited, nonprofit community college in Southwest Michigan. LMC offers over 80 different academic programs, housed in three academic units: Arts and Sciences, Career and Workforce Education, and Health Sciences. Majors are available for career education/employment straight from associate or certificate or for transfer programs into four-year degrees. Part-time and full-time options enrollment options, as well as online learning, are available to students.

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- The college has roughly 3,000 students spread across campuses in Benton Harbor, Niles, and South Haven. 37% of students are 18 and under, 34% are between the ages of 19-24 and 29% are 25 and over.
- At the Benton Harbor campus students have access to Beckwith Hall-a 188 bed residence hall, one of the few on a community college campus in the state of Michigan. Students also have access to a robust student life program, and their own gathering space, the "Hawk's Nest."
- In addition to student life, all students have free access to academic resources such as tutoring, and the writing center and non-academic supports such as free counseling, mentoring programs, and food pantry and loaner technology. These correlate to LMC's mission: together we empower people and communities to thrive through education, innovation, and experiences.
- For the 21/22 academic year, LMC is excited to offer free tuition to its students, utilizing a mix of local, state, and federal funding to assist students in starting, completing or expanding their education.
- Are you willing to create/actively implement an equity statement?  
 Yes  
 No
- The following documents are required for the application. Are you able to provide the following information during the application process?
  - Board roster, with contact information  
 Yes  
 No
  - Proof of tax-exempt status  
 Yes  
 No
  - Solicitation Registration (current or letter of exemption)  
 Yes  
 No
  - Annual operating budget (for the entire organization)  
 Yes  
 No
  - Audit or financial review  
 Yes  
 No

- Strategic plan (see examples at [www.uwsm.org/agenda](http://www.uwsm.org/agenda))
  - Yes
  - No

If you are unable to provide one of the following, please explain why.

**Program/Project Information:**

- Program/Project Name Start to Finish
- Primary Contact Charmae Sanders
- Primary Contact Phone Number (269) 927-6908
- Primary Contact Email Address csanders@lakemichigancollege.edu
- Will you be seeking funding through *Change Lives* or *Build Strong Communities*? Change Lives
- Which primary issue will your program/project address (choose only one):

- Early Education & Literacy
- Post-Secondary Success
- Financial Security
- Employment
- Healthy Bodies
- Healthy Minds
- Food Security
- Safe Environment

- Program/Project Description
  - Describe the program/project that you want to seek funding for. Start to Finish is an academic support program that serves students who graduated from the Benton Harbor Promise Zone Schools (Benton Harbor High School, Countryside Academy, and CAPE Academy, formerly DREAM Academy) as well as students who spent time in foster care. Start to Finish attempts to reduce barriers and outside distractions so the students can focus on education and, ultimately, be successful in school. The Benton Harbor Promise students we serve are predominantly students of color and full Pell eligible, meaning they are low income and qualify for the highest amount of federal grant assistance. The students we serve who spent time in foster care are

more racially diverse but are predominantly full Pell-eligible as well. Our students are typically first-generation college students.

- How is it delivered? Each student is assigned a Life Coach, who is their go-to person on campus. The Life Coach meets with the students at the beginning of each semester to do succession planning, helping the students create educational and personal goals. Start to Finish staff members provide case management for students, which includes success planning, monitoring student progress utilizing a case management system, tracking absences, managing alerts from professors, progress report follow-up, making referrals to the Start to Finish Academic Coach, and/or other campus resources, providing workshops and skills training, and coordinating social events and volunteer opportunities. Staff members also connect students with community resources, help students develop post-LMC plans, take students on-campus tours of 4-year colleges and universities, connect students with professionals in the community, and become an emotional support for the students.

We create a family-like atmosphere for the students so they have a place on campus where they can feel comfortable and feel as if they have their own space. The atmosphere helps to create relationships so when questioned about skipping classes or missing assignments, students feel a sense of accountability to their Life Coach and the entire staff. That feeling of accountability makes it easier to modify behaviors that hinder success because the students want to make the staff members proud.

Start to Finish offers transportation to our students who reside in Benton Harbor. Transportation is one of the biggest issues for our students because local transit can be unpredictable. Our van driver picks students up for classes Monday-Thursday.

For our students who spent time in foster care, we have a close working relationship with the Berrien County Department of Health and Human Services (DHHS), specifically the MYOI (Michigan Youth Opportunities Initiative) program. The MYOI Coordinator refers students to Start to Finish and we work together to provide the services the students need. The DHHS Educational Specialist also refers students to Start to Finish. We work together to coordinate campus tours and college informational sessions for students from Berrien, Cass, and Van Buren counties. We often have students from other counties and states referred to our program as well. We are a member of the Fostering Success Higher Ed Consortium, which meets quarterly to address best practices for meeting the needs of students who spent time in foster care. Through the Higher Ed Consortium, a group of schools developed a program called Coach 2 Coach (C2C) that meets throughout the year to address meeting the students' needs in a smaller group setting.

- How does it align with the issues listed in the Community Impact Agenda for Change? Start to Finish falls under the Post-Secondary Success issue in the Community Impact Agenda for Change.
- What outcomes/outputs/indicators will you measure, and how will you measure them? We will measure retention from school year to school year and the completion rates of Start to Finish students. One of our goals is to have at least 50% of our students retained from the end of each spring semester to the following fall semester. Our goal is to also have at least 30 students graduate or complete certification programs and at least 20 of those students continue their education at a 4-year college or university during this next 4-year funding cycle.
- Please select at least one of the following that your program/project will address.
  - Increase diversity and inclusion
  - Reduce inequities

- Better access and improvements to community resources & infrastructure
    - Increase community cohesion
    - Increase community involvement and participation
    - Enhance safety
    - Improve communication and networking between leaders and organizations
    - Increase access to activities and recreational opportunities
- Proposed Funding Request
  - What amount of funding do you plan to ask for annually? \$50,000
  - What is your rationale or justification for this amount? This amount will help the Start to Finish program continue to serve the students in the same manner we have been serving them. It will also allow us to increase the services we offer to the students. We have noticed that the needs of our students seem to grow each year and our services need to grow and shift to meet their needs. This year, for example, we are planning to offer training for the students on the topics we always cover, such as study skills and soft skills. But we are also planning to provide trainings on real-life topics that impact our students, like building credit and obtaining a loan, opening a bank account, professional attire and behavior, and how to behave during a traffic stop. We feel that we need to meet the needs and the moment for our students, as they become productive adults in our community and society.
- List of Funding Sources
  - How is the program/project currently funded? Start to Finish is currently funded by the LMC Foundation and the United Way supports us with \$50,000 annually.
  - How do you plan to financially support it in the future? In the future, we hope to continue to be funded by the LMC Foundation and we will continue to seek out outside grants to help us with further funding.

- Service Scope
  - Approximately how many unduplicated people will you serve each year? 40-45
  - What geographic area(s) will this request cover? This request would mostly cover the Benton Harbor area since our Benton Harbor Promise students typically make up 90-95% of our students. Our students who spent time in foster care make up about 5-10% of our program students and they cover the rest of Berrien County and the state of Michigan.



## Letter of Intent

### 2022-2025 UWSM Funding Cycle



United Way  
of Southwest Michigan

#### Basic Qualifications:

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 Yes  
 No
- Are you tax exempt?  
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 No  
If no, please explain.
- Do you have a Board of Directors or advisory group?  
 Yes  
 No  
If no, please explain.

#### Agency Information:

- Agency Name Lake Michigan College
- Executive Director Nygil Likely
- Contact Email [nlikely@lakemichigancollege.edu](mailto:nlikely@lakemichigancollege.edu)
- Contact Phone 269-927-8752
- Website [www.lakemichigancollege.edu](http://www.lakemichigancollege.edu)
- Tell us about your organization, including, but not limited to your mission statement.

Lake Michigan College (LMC) is a two-year, accredited, nonprofit community college in Southwest Michigan. LMC offers over 80 different academic programs, housed in

three academic units: Arts and Sciences, Career and Workforce Education, and Health Sciences. Majors are available for career education/employment straight from associate or certificate or for transfer programs into a four-year degree. Part-time and full-time enrollment options as well as online learning are available to students.

The college has roughly 3,000 students spread across campuses in Benton Harbor, Niles, and South Haven. 37% of students are 18 years of age and under, 34% are between the ages of 19-24 and 29% are 25 and over.

At the Benton Harbor campus students have access to Beckwith Hall - a 188-bed residence hall, one of the few on a community college campus in the state of Michigan. Students also have access to a robust student life program, and their own gathering space, the "Hawk's Nest."

In addition to student life, all students have free access to academic resources such as tutoring, the writing center, and non-academic supports such as free counseling, mentoring programs, and food pantry and loaner technology. These correlate to LMC's mission: Together we empower people and communities to thrive through education, innovation, and experiences.

For the 21/22 academic year, LMC is excited to offer free tuition to its students, utilizing a mix of local, state, and federal funding to assist students in starting, completing, or expanding their education.

- Are you willing to create/actively implement an equity statement?
  - Yes
  - No
- The following documents are required for the application. Are you able to provide the following information during the application process?
  - Board roster, with contact information
    - Yes
    - No
  - Proof of tax-exempt status
    - Yes
    - No
  - Solicitation Registration (current or letter of exemption)

- Yes
- No
- Annual operating budget (for the entire organization)
  - Yes
  - No
- Audit or financial review
  - Yes
  - No
- Strategic plan (see examples at [www.uwsm.org/agenda](http://www.uwsm.org/agenda))
  - Yes
  - No

If you are unable to provide one of the following, please explain why.

**Program/Project Information:**

- Program/Project Name                      Counseling Services
- Primary Contact                              Nicole Hatter
- Primary Contact Phone Number            269-927-8185
- Primary Contact Email Address    nhatter@lakemichigancollege.edu
- Will you be seeking funding through *Change Lives* or *Build Strong Communities? Change Lives*
- Which primary issue will your program/project address (choose only one):
  - Early Education & Literacy
  - Post-Secondary Success
  - Financial Security
  - Employment
  - Healthy Bodies
  - Healthy Minds
  - Food Security
  - Safe Environment
- Program/Project Description
  - Describe the program/project that you want to seek funding for.

LMC is seeking continued funding to support our counseling program. In August 2019 LMC hired its first full-time counselor in response to student needs expressed over years for needing mental health supports. Prior to providing counseling, students were referred to community resources, or counselors are known to faculty and staff; however, students struggled to make it to these appointments (many have issues with having transportation to campus) or affording payments/co-pays.

The counseling program at LMC has two full-time counselors, with one serving as the clinical director. Due to volume and demand, a second counselor was added in March of 2021. Students are provided with free, unlimited counseling as long as they are enrolled in the college and over 18 years of age (which only excludes our early college/dual-enrolled students, who are not able to consent to treatment as they are underage).

Our counseling program has also partnered with Western Michigan University and provides a counseling internship site for Master of Social Work students who are interested in counseling. To date, LMC has provided an internship site to four students. Interns are supervised and provided social work education by our Clinical Director and have a caseload of students they see. LMC is proud to contribute to the education of future counselors, and the interns have been invaluable in the ability to increase the capacity of services.

With the addition of a second counselor in March of 2021, the capacity for counseling has increased. With this, the counseling program will expand to a tiered approach, where students are evaluated and offered one-on-one counseling but also options for more group sessions, workshops, and other “tool-kit” like resources for students.

- How is it delivered?

Prior to COVID counseling was offered entirely in person, with a mental health awareness event held just before the college was forced to shut down. COVID shifted our services entirely virtually, with our counselor and interns continuing to provide one-on-one counseling. To diversify services, the Counseling Office formed a new group therapy option for students called "Hawk Talks". These therapy services are offered virtually on a weekly basis and provide an opportunity for students to receive treatment while connecting with other students who are also struggling. As LMC is now open, services will be available both in-person and virtually, as students have expressed they enjoy having the virtual option.

With the addition of a second counselor in and LMC now being open, 6 mental health events for students to increase awareness about issues such as coping skills, assertiveness, mindfulness, boundary setting, and forming meaningful connections with others.

- How does it align with the issues listed in the Community Impact Agenda for Change?

In the agenda's opening it states, *"As our community lived through everything that 2020 threw at us, our organizational mantra became "I don't want to go back to normal," because enduring a global pandemic, systemic inequity, and oppression, and extreme political divisiveness reminded us that life before 2020 wasn't really all that great for a lot of people in Southwest Michigan."* LMC established counseling services for students because as we read through their financial aid appeals, took in interactions with staff and faculty, we knew that students were struggling with their mental health. We believe that by offering free services to our students, we are decreasing the number of students in our community who report poor mental health and that we're equipping them with the tools to be more resilient through counseling and mental health awareness and increasing healthy minds.

We also believe by providing an opportunity to allow MSW interns on our campus we are positively contributing to the mental health community.

These interns will go onto practice-thus providing our community with more mental health resources to aid in decreasing poor mental health.

- What outcomes/outputs/indicators will you measure, and how will you measure them?

LMC intends to provide the number of students participating in counseling services (output) and the percentage of students who increase their mental and emotional health (outcome). We currently track counseling caseloads already through our documentation system. Students participating in group sessions or mental health awareness events sign in and are tracked through the same system. This allows us not only to track numbers, but services provided.

Students participating in counseling services will be issued a survey specific to the service they use. These surveys will vary based on type (counseling appointments vs. mental health awareness event) but will inquire as to effectiveness, knowledge acquired, and satisfaction with the service or event.

- Please select at least one of the following that your program/project will address.
  - Increase diversity and inclusion
  - Reduce inequities
  - Better access and improvements to community resources & infrastructure
  - Increase community cohesion
  - Increase community involvement and participation
  - Enhance safety
  - Improve communication and networking between leaders and organizations
  - Increase access to activities and recreational opportunities
- Proposed Funding Request
  - What amount of funding do you plan to ask for annually?

LMC is seeking \$25,000 annually to supplement the salary of our Clinical Director.

- What is your rationale or justification for this amount?

We are currently seeking the same amount as we receive now from our off-cycle funding to support the salary of our Clinical Director. As you'll read below, they have other funding sources for the remainder of her salary, as well as our second counselor. However, our Title III funding ends in September of 2022, and we are having to move salaries over to our general operating budget. Continued support for United Way would assist in supporting the salary costs.

- List of Funding Sources

- How is the program/project currently funded?

Currently, both of our counselors are grant-funded. Our Clinical Director is funded through three sources: a federal Title III grant, a federal Perkins grant, and off-cycle funding through United Way. Our second counselor is funded entirely through Title III. All other expenses for the program (things like office supplies, printing, training, etc.) are supported by the college's general fund.

- How do you plan to financially support it in the future?

If we were not selected for grant funding LMC would work to fold this portion of the salary into our general operating budget.

- Service Scope

- Approximately how many unduplicated people will you serve each year?

At our last funding report, we had served 256 students for counseling. With the addition of more groups and workshops (and an additional full-time counselor), we expect this number will increase, as with the one event we were able to have prior to COVID had 70+ students attending.

- What geographic area(s) will this request cover?

Any enrolled student has access to our services-LMC has campuses in Benton Harbor, Niles, and South Haven. We expect most of our students would be residing in Berrien County, but with virtual

appointments and an increase in online courses it is likely we would see students utilizing services as far south as South bend, IN, and as far north as Holland or Grand Rapids.

**ACTION:**

We recommend that the Lake Michigan College Board of Trustees approve the Letters of Intent for the Start 2 Finish program and Lake Michigan College Counseling Services United Way funding applications as presented.

**MOTION** by Ms. Tomasini with support by Ms. Debra Johnson to approve the applications revisions as presented.

**POLICIES-2ND READ**

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

**Second Read**

1. Drug-Free Workplace Drug and Alcohol Abuse Prevention Program Policy
2. Emeritus Appointments of Administrative and Professionals Staff

**ACTION:**

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

**MOTION** by Mr. Grover with support by Ms. Tomasini to approve the policy revisions as presented.

**POLICIES-1ST READ**

Board of Trustees 2022 Calendar Update

**ACTION:**

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

**MOTION** by Dr. Lindley with support by Ms. Tomasini to approve the calendar as presented.



Lake Michigan College  
Board of Trustees Meeting Minutes  
December 7, 2021  
5:00-5:46 pm  
<https://LakeMichiganCollege.zoom.us/j/91979882290>

**NEW BUSINESS**

None

**ADJOURNMENT**

MOTION by Dr.Lindley to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:56 p.m.

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

Mary Jo Tomasini  
Lake Michigan College Board Secretary