

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, Vicki Burghdoff
Absent: Mary Jo Tomasini, Joan Smith

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the April 26, 2022 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 introduced Mr. Chad Dee and Mr. Kris Zook to the Board before they presented on the upcoming summer camps and thanked Brandy Johnson and Mike Krombeen for talking to the board about what is happening in Lansing and what they see happening in the future.

Custodial Services

WFF Facilities Services (WFF), now HES Facilities Management (HES), has continued to be an outstanding partner with the College in providing high-quality custodial services. They have also been a critical part of developing the College response to the COVID-19 pandemic. They have been on the front line and continued providing services throughout the shutdown as essential workers, supporting the safety protocols needed to allow other essential Facilities workers to care for our facilities. Their early adaptation of safety protocols and strict adherence to all CDC guidance undoubtedly contributed to the excellent record of low COVID positive cases at the College since the beginning of the pandemic and now into 2022. They have an exceptional understanding of the College's needs, long-time dedicated employees serving those needs, and are in a unique position to support the re-populating of our facilities as we continue to shift out of the pandemic and into a new normal.

The additional year of contracted service will allow better understanding of College needs to propose in the next contract proposal request while continuing the aggressive cleaning protocols already in place to keep the College employees, students and guests safe.

Custodial Services for the contract year ending June 30, 2023 will again be selected through a formal *Request for Proposal* bid solicitation process.

Increases from fiscal year 2022 include an average of .80/hr. raise for HES staff.

ACTION:

We recommend that the Board of Trustees extend the HES Facilities Management contract services in the amount of approximately \$910,630 for a 12-month term ending June 30, 2024.

MOTION:

By Mr. John Grover with support by Ms. Deborah Johnson to approve the contract as presented

APPROVED

Todd Center Controls Upgrade – Phase 2

Currently, the original, outdated front-end software and hardware at Todd Center have been addressed by Grand Valley Automation (GVA) in Phase 1 of the Todd Center Controls Upgrade project. Phase 2 builds upon the initial upgraded front-end software and hardware system in Phase 1 and will include new DDC controls at each piece of equipment, upgraded control valves, new VFDs, miscellaneous controllers/wiring, and all the necessary engineering and programming. GVA will provide commissioning of all new controls and tests and balancing work will be provided by others. The project is proposed to be funded by major capital.

In addition to the GVA portion of the work, the project budget will include fees for test and balance contractors, to be determined at a later date, and a 5% contingency for the project. Components for this work are currently delayed for approximately nine months. Work will be coordinated with class and event schedules in spring 2023.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize the Todd Center Controls Upgrade – Phase 2 project for a total project amount of \$316,000 and a contract award amount of \$293,067 to Grand Valley Automation, Inc. for this project.

MOTION:

By Ms. Vicki Burghdoff with support by Mr. John Grover to approve the contract as presented

APPROVED

Main Building Office Renovations

The Main Building Office Renovations project includes remodeling existing space for an expanded University Center, relocation of the Finance offices from Todd Center to Main building, and improved entry to the Health Sciences office suite.

Progressive AE conducted the bidding process on behalf of the College. Bids were received on June 7, 2022 from four companies and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interview, the low bidder, Pearson Construction Company, Inc. (Benton Harbor, MI) is recommended for award for the Main Building Office Renovations.

The total project budget includes all soft costs such as owner purchased/installed technology, furnishings, architectural fees, plan reviews, insurance, and project contingency. The University Center and Finance renovations are identified as major capital projects and the Health Sciences entry work is proposed to be funded by routine capital. The projects are bundled to provide the most efficiency to the College.

	CPM	Triad Interiors*	Pearson	Roggow
Base Bid	\$325,125	\$33,642	\$290,900	\$299,100
Alternate 1 Health Science Entry	\$68,200	\$3,242	\$24,900	\$22,300
Total Bid	\$393,325	\$36,884	\$315,800	\$321,400

*Incomplete bid

Work is planned to be completed in the during the summer of 2022 for a late fall occupancy.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize the Main Building Office Renovations project total project budget to \$436,300 and a contract award amount of \$315,800 to Pearson Construction Company, Inc. for this project.

MOTION:

By Ms. Vicki Burghdoff with support by Mr. John Grover to approve the contract as presented

APPROVED

Approval to Submit MACC Project Support Grant

Title: MACC Project Support Grant of \$30,000 for 2022-2023 Mainstage Season
Source: Michigan Arts and Culture Council
Officer: Mike Nadolski, Mendel Center Mainstage Director
Dates: October 1, 2022 – June 30, 2023
Match: \$30,000
Summary: This Project Support Grant will support the live public performances and any livestreaming performances held between October 1, 2022 and June 30, 2023. The live and streamed performances will be part of the 31st annual Mainstage performing arts series. The series is designed to make quality performing arts opportunities locally accessible in southwestern Michigan. Related expenses incurred after October 1, 2022 (the beginning of the MACC Fiscal Year) will be considered in the scope of the grant. The cash match will be covered by earned revenue from the performances and does not require additional fundraising efforts.

ACTION:

It is recommended that the Lake Michigan College Board of Trustees authorize the College to submit an application for the FY23 MACC Project Support Grant.

MOTION:

By Mr. John Grover with support by Ms. Vicki Burghdoff to approve the contract as presented

APPROVED

FISCAL YEAR 2023 OPERATING AND CAPITAL BUDGETS

The fiscal year 2023 operating and capital budgets represent operational revenue and expense forecasts for the upcoming fiscal year as well as the capital spending plan for the same period.

ACTION

College administration recommends that the Board of Trustees approve the fiscal year 2023 operating and capital budgets as presented.

MOTION:

By Ms. Vicki Burghdoff with support by Mr. John Grover to approve the contract as presented

APPROVED

Capital Request - SAN Replacement (VXRails) Replacement

The College's current Storage Area Networks (SANs) in the Mendel Center are currently end of life. Being end-of-life, they are no longer supported by the vendor if technical issues arise. Although parts are still available for repair, they have become scarce and more difficult to obtain. The SAN replacement will provide updated technology utilizing Dell's VS Rail that provides stable and reliable access to storage within the network for students and employees throughout each building across the campuses. In addition, the new SANs will impose better security through continued patching and updates of firmware and services as the become available.

In compliance with the College's Purchasing policy, a Request for Proposal (RFP) for the SAN replacements were issued. The RFP was sent to the following companies, and their responses a below:

CDWG: \$266,900
Dell: Did not respond
Insight: Did not respond
Trace3: \$254,876

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

ACTION:

We recommend that the Board of Trustees authorize the College administration to bind a contract with the low bidder, Trace3, in an amount not to exceed \$254,876.

MOTION:

By Ms. Deborah Johnson with support by Mr. John Grover to approve the contract as presented

APPROVED

Associate in Applied Science - Cybersecurity

New Program

Program Information

Department: Advanced Manufacturing and CIS

Program Title: Associate in Applied Science – Cybersecurity

Program Purpose:

The purpose of the program is to prepare individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures.

The program will introduce and prepare students for a career in Cybersecurity and transfer to earn a BS in Cybersecurity or Cyber Defense.

Program Description:

The AAS in Cybersecurity degree is designed to provide students with foundational skills in Cybersecurity. The program includes basic instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; disaster recovery; contingency planning; user access issues; investigation techniques; and troubleshooting.

Evidence of Need

The US Bureau of Labor Statistics reports the career outlook for Cybersecurity is growing 20% annually, faster than most career fields.

Impact on Existing Programs and/or Courses

A Cybersecurity certificate already exists in CIS. The addition of this AAS degree provides additional career/completion and transfer opportunity for students.

This program is being offered, in part, through our partnership with Rio Salado College.

**Associate in Applied Science
 Computer Information Systems - Cybersecurity
 (Program Code CYBS)**

Proposed Course Sequence

1.) General Education Requirements			Sem Hr
3	SEM HR	ENGL 101	3
3	SEM HR	ENGL 102 or ENGL 103 or COMM 215	3
3	SEM HR	Social Science	3
4	SEM HR	MATH 123 or higher, excluding 200, 210, and 265	4
3	SEM HR	Humanities/Fine Arts	3
3/4	SEM HR	Natural Science	3
16	SEM HR		19

2.) Major Requirements			Sem Hr
3	SEM HR	CIS 100 Foundations of IT	3
3	SEM HR	CIS 106 Operating System Foundations	3
3	SEM HR	CIS 119 Programming Logic & Design	3
3	SEM HR	CIS 156 Computer Security	3
3	SEM HR	CIS 140 Network Foundations	3
3	SEM HR	CIS 167 Python Programming	3
3	SEM HR	CIS 200 IT Support	3
3	SEM HR	ITS 120R Legal Ethical and Regulatory I	3
3	SEM HR	CIS 170 Unix/Linux Operating Systems	3
3	SEM HR	ITS 240R Ethical Hacking & Network Defense	3
3	SEM HR	CIS 240 Systems Analysis & Design	3
3	SEM HR	CIS 273 Linux/Unix Server Administration	3
3	SEM HR	CIS 215 Digital Forensics	3
3	SEM HR	CIS 275 Disaster Recovery	3
42	SEM HR		42

3.) Electives (Select 0 Sem Hrs)			Sem Hr
0	SEM HR		0
			61

Minimum SEM HRS required: 60

Semester 1	Semester 2
CIS 100	CIS 156
CIS 106	CIS 167
CIS 119	CIS 200
CIS 140	MATH 123 or Higher
ENGL 101	ENGL 102
Semester 3	Semester 4
CIS 170	CIS 240
CIS 215	CIS 273
ITS 120R	CIS 275
Natural Science	ITS240R
Social Science	Humanities/Fine Arts

CCC Approved 4.22.22

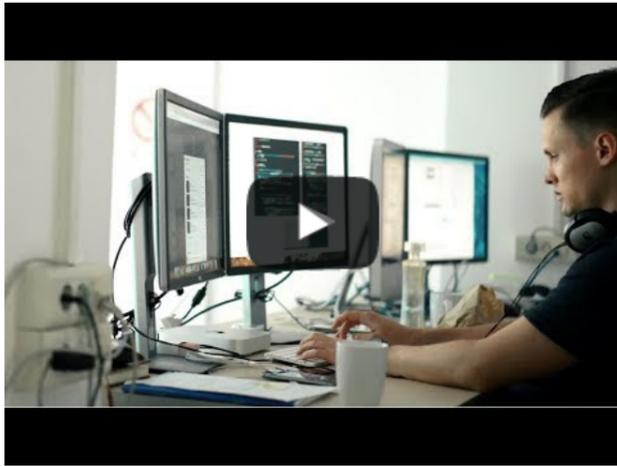
Information Security Analysts

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary

Summary



Quick Facts: Information Security Analysts

2021 Median Pay 	\$102,600 per year \$49.33 per hour
Typical Entry-Level Education 	Bachelor's degree
Work Experience in a Related Occupation 	Less than 5 years
On-the-job Training 	None
Number of Jobs, 2020 	141,200
Job Outlook, 2020-30 	33% (Much faster than average)
Employment Change, 2020-30 	47,100

What Information Security Analysts Do

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems.

Work Environment

Most information security analysts work for computer companies, consulting firms, or business and financial companies.

How to Become an Information Security Analyst

Information security analysts typically need a bachelor's degree in a computer science field, along with related work experience. Employers may prefer to hire analysts who have professional certification.

Pay

The median annual wage for information security analysts was \$102,600 in May 2021.

Job Outlook

Employment of information security analysts is projected to grow 33 percent from 2020 to 2030, much faster than the average for all occupations.

About 16,300 openings for information security analysts are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

State & Area Data

Explore resources for employment and wages by state and area for information security analysts.

Similar Occupations

Compare the job duties, education, job growth, and pay of information security analysts with similar occupations.

More Information, Including Links to O*NET

Learn more about information security analysts by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

What Information Security Analysts Do

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems.

Duties

Information security analysts typically do the following:

- Monitor their organization's networks for security breaches and investigate when one occurs
- Use and maintain software, such as firewalls and data encryption programs, to protect sensitive information
- Check for vulnerabilities in computer and network systems
- Research the latest information technology (IT) security trends
- Prepare reports that document general metrics, attempted attacks, and security breaches
- Develop security standards and best practices for their organization
- Recommend security enhancements to management or senior IT staff
- Help computer users when they need to install or learn about new security products and procedures

Information security analysts are heavily involved with creating their organization's disaster recovery plan, a procedure that IT employees follow in case of emergency. These plans allow for the continued operation of an organization's IT department. The recovery plan includes preventive measures such as regularly copying and transferring data to an offsite location. It also involves plans to restore proper IT functioning after a disaster. Analysts continually test the steps in their recovery plans.

Information security analysts must stay up to date on IT security and on the latest methods attackers are using to infiltrate computer systems. Analysts need to research new security technology to decide what will most effectively protect their organization.

[<- Summary](#)

[Work Environment ->](#)

Work Environment

Work Environment

Information security analysts held about 141,200 jobs in 2020. The largest employers of information security analysts were as follows:

Computer systems design and related services	26%
Finance and insurance	18
Information	10
Management of companies and enterprises	9
Administrative and support services	5

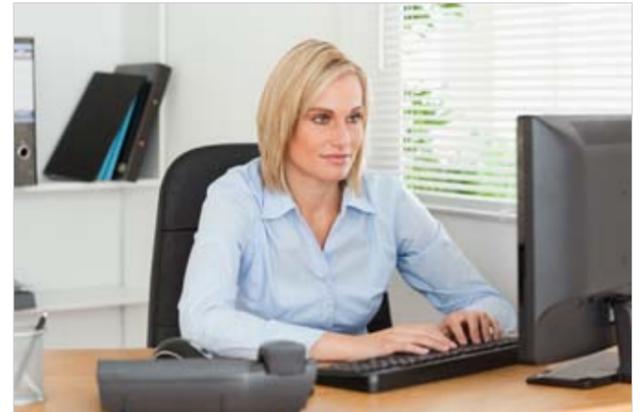
Many information security analysts work with other members of an information technology department, such as [network administrators](#) or [computer systems analysts](#).

Work Schedules

Most information security analysts work full time, and some work more than 40 hours per week. Information security analysts sometimes have to be on call outside of normal business hours in case of an emergency.



Information security analysts install software, such as firewalls, to protect computer networks.



Many analysts work in IT departments and manage the security of their companies computer networks.

How to Become One

How to Become an Information Security Analyst

Information security analysts typically need a bachelor's degree in a computer science field, along with related work experience. Employers may prefer to hire analysts who have professional certification.

Education

Information security analysts typically need a bachelor's [degree](#) in [computer and information technology](#) or a related field, such as [engineering](#) or [math](#). However, some workers enter the occupation with a high school diploma and relevant industry training and certifications.

Work Experience in a Related Occupation

Information security analysts may need to have work experience in a related occupation. Many analysts have experience in an information technology department, often as a [network and computer systems administrator](#).

Licenses, Certifications, and Registrations

Many employers prefer to hire candidates who have information security certification. Some of these certifications, such as [Security+](#) , are for workers at the entry level; others, such as the [Certified Information Systems Security Professional](#)  (CISSP), are designed for experienced information security workers. Certification in specialized areas, such as systems auditing, also is available.

Advancement

Information security analysts may advance to become chief security officers or another type of [computer and information systems manager](#). Information security analysts also may advance within the occupation as they gain experience. For example, they may lead a team of other information security analysts or become an expert in a particular area of information security.

Important Qualities



There are a number of information security certifications available, and many employers prefer candidates to have certification.

Cybersecurity AAS

Project Criteria

Validate	Programs
Counties	Berrien, MI, Cass, MI, Van Buren, MI, Allegan, MI, Saint Joseph, IN, LaPorte, IN
Degree Level	High School / Less than Associate's, Associate's degree
Time Period	4/1/2021 - 3/31/2022
Selected Programs	Computer and Information Systems Security/Auditing/Information Assurance (11.1003)
Career Outcomes mapped to Selected Programs of Study	Network / Systems Support Specialist

Employment Potential

How Many Jobs are there for Graduates OF THIS PROGRAM?

For your project criteria, there were **14** job postings in the last 12 months.
Compared to:

- 97,219 total job postings in your selected location
- 62,602 total job postings requesting a High School / Less than Associate's and Associate's degree in your selected location

The number of jobs is expected to **grow** over the next 10 years.

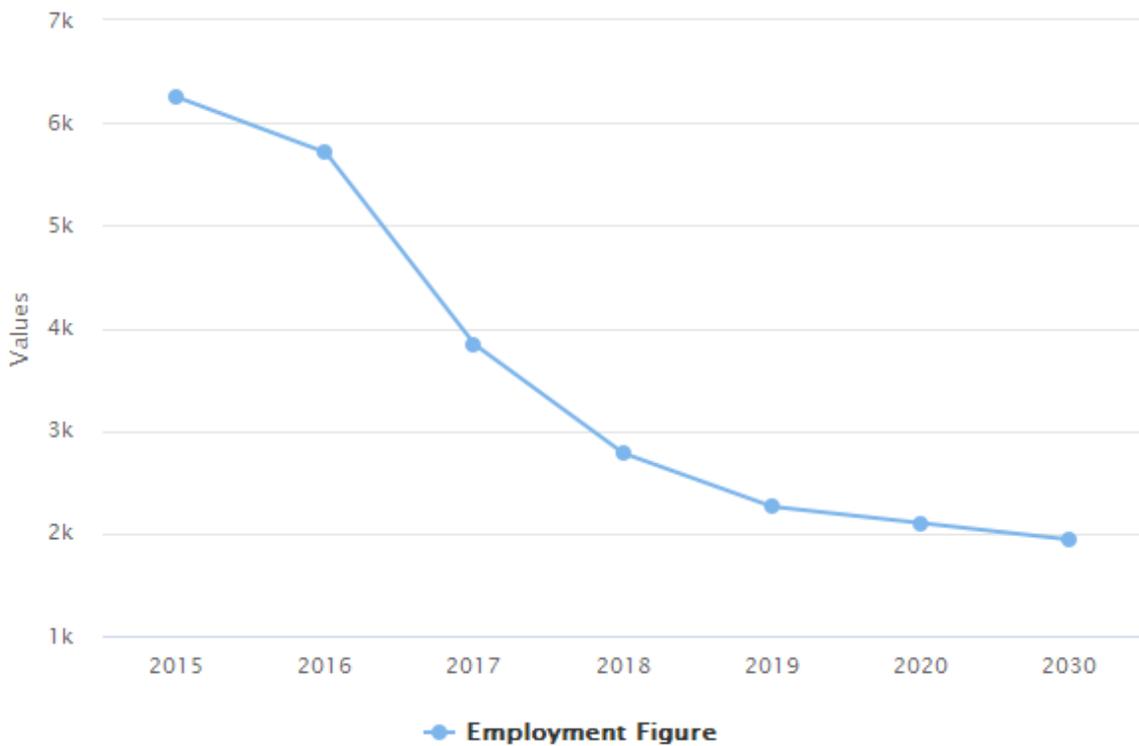
Growth by Geography

Geography	Selected Occupations	Total Labor Market	Relative Growth
Relevant MSAs	12.73 %	2.55 %	Average
Michigan, Indiana	2.04 %	2.55 %	Average
Nationwide	4.18 %	7.70 %	Average

* Relevant Metro Areas (MSAs) include Niles, MI, South Bend, IN, Kalamazoo, MI, Michigan City, IN

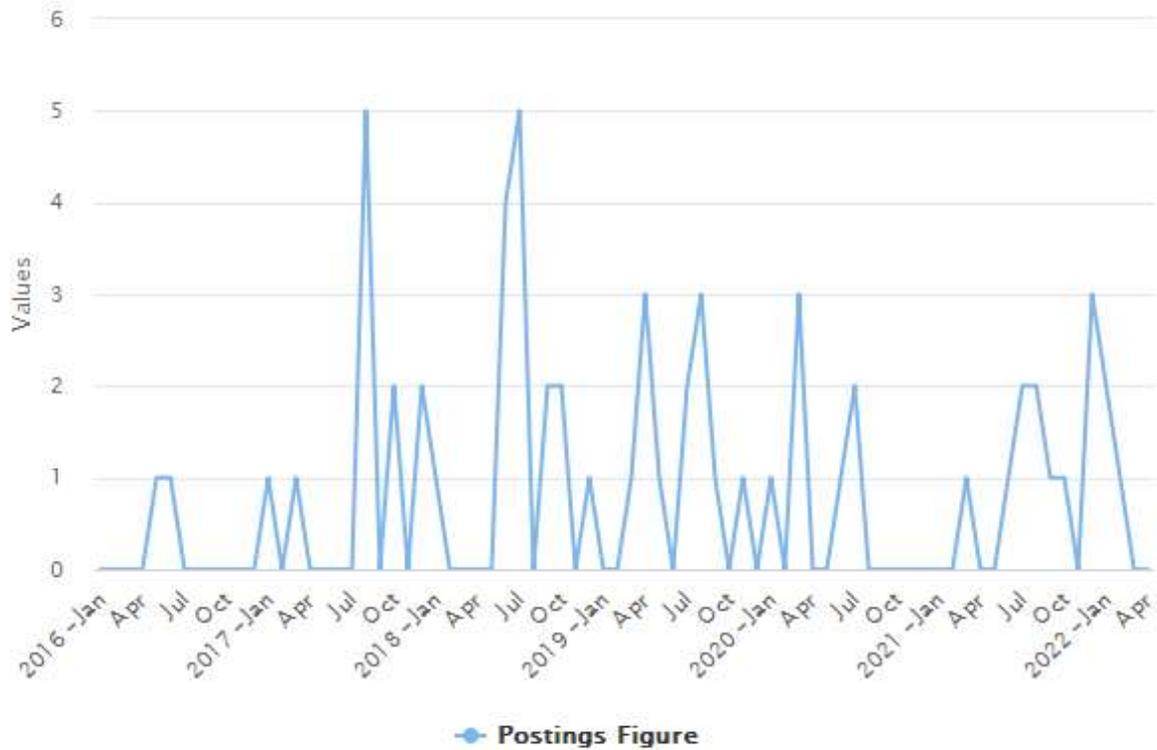
How has Employment Changed for Career Outcomes of your Program?

	2015	2016	2017	2018	2019	2020	2030
Employment (BLS)	6,250	5,710	3,840	2,780	2,260	2,100	1,939



Employment data between years 2020 and 2030 are projected figures.

POSTINGS TRENDS



Details by Occupation

Occupation Group	Postings	LQ	Employment (2020)	Employment Growth (2019 - 2020)	Projected Employment Growth (2020-2030)
Network and Systems Support	14	0.60	2,100	-7.10%	-7.67%

How Versatile is THIS DEGREE FOR MY GRADUATES?

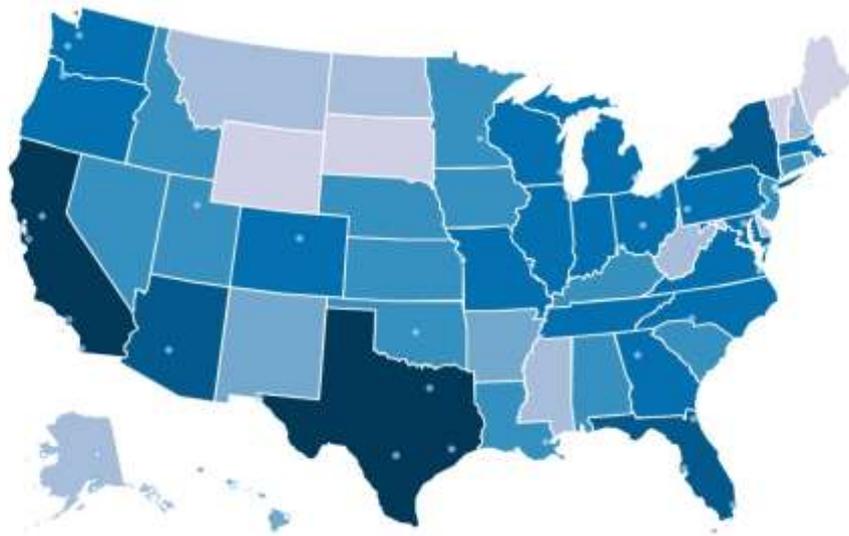
Graduates of this program usually transition into any of the 1 different occupation groups:

Occupations Group	Market Size (postings)	Percentage of Career Outcome demand
Network and Systems Support	14	100.00%

What Salary will my graduates FIND UPON GRADUATION?

The median salary in **your region** for graduates of your program is **\$43K**
 This average salary is **Above** the average living wage for your region of **\$30K**

Where is Demand for my PROGRAM?



Competitive Landscape

Overview

	#	% Change (2016-2020)
Degrees Conferred	16	128%

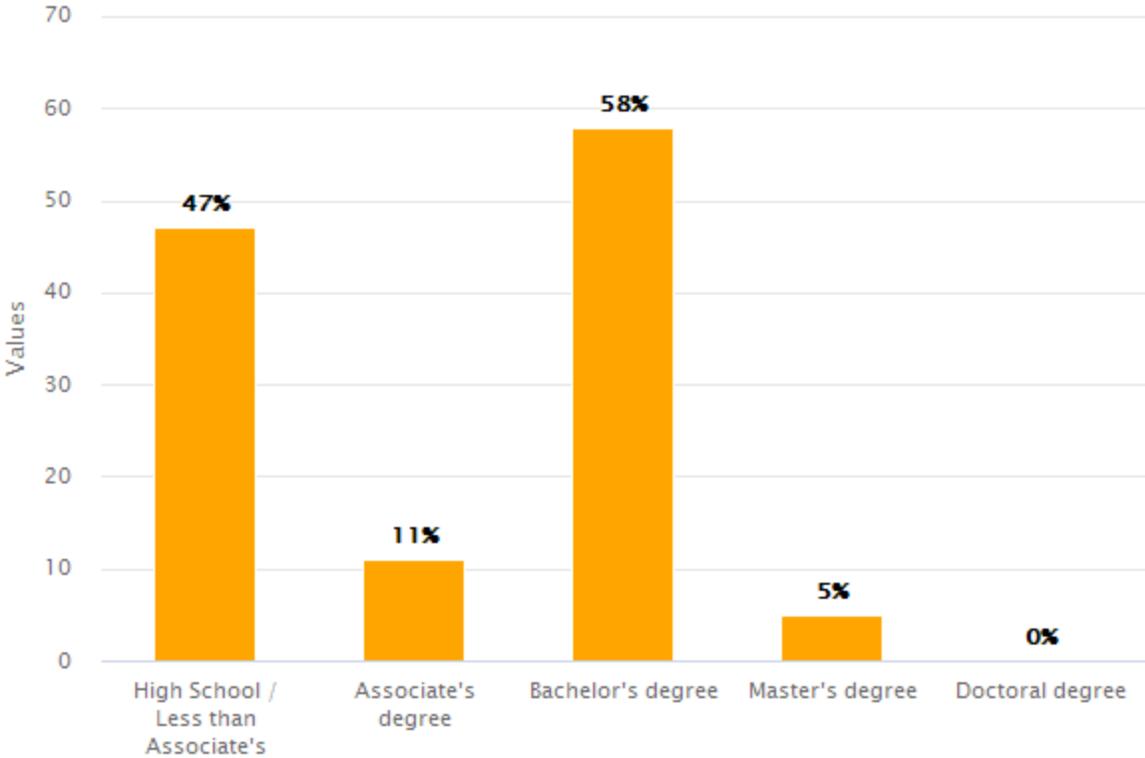
Top Institutions

Institution	School Type	Market Share (2020)	Market Share Change	Conferrals (2020)	Conferrals Change (2016-2020)
Jackson College	Public	100.00%	28.57%	16	220.00%

Note: Competitive Landscape reports are based on IPEDS data, which are reported in the CIP 2010 taxonomy. As a result, new programs in CIP 2020 will not have completion data until the release of 2020 data in Fall, 2021.

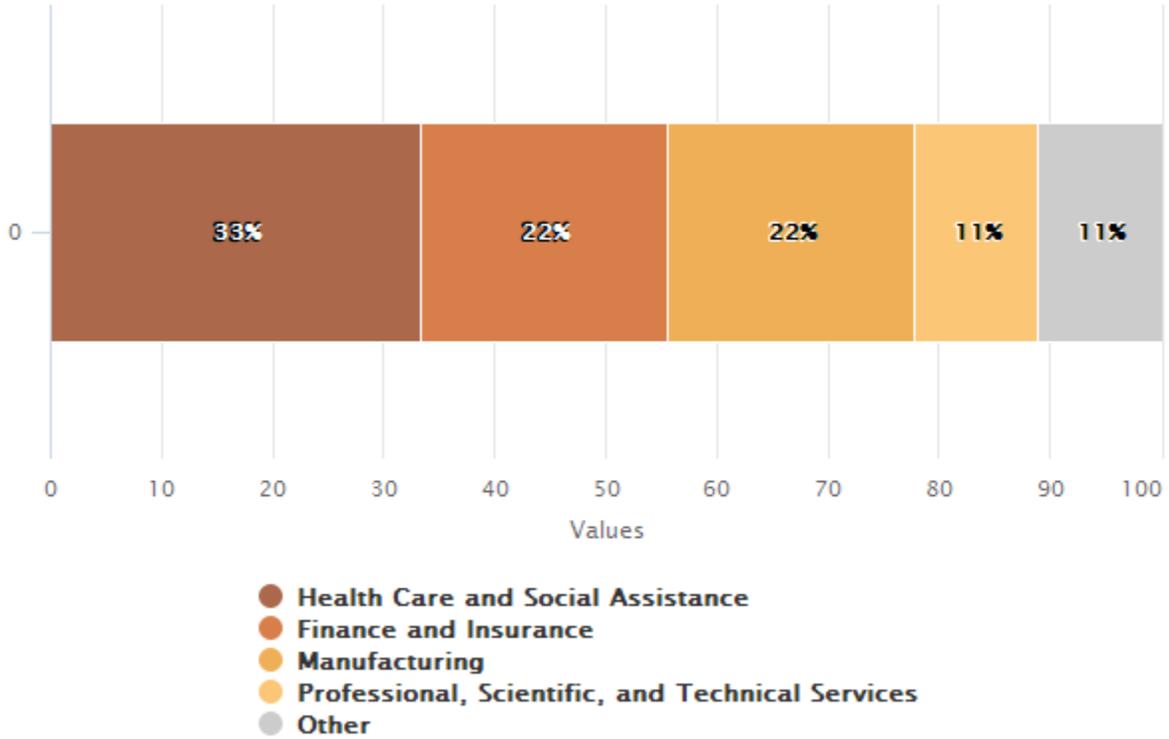
MARKET ALIGNMENT

JOB POSTINGS BY ADVERTISED EDUCATION (%)



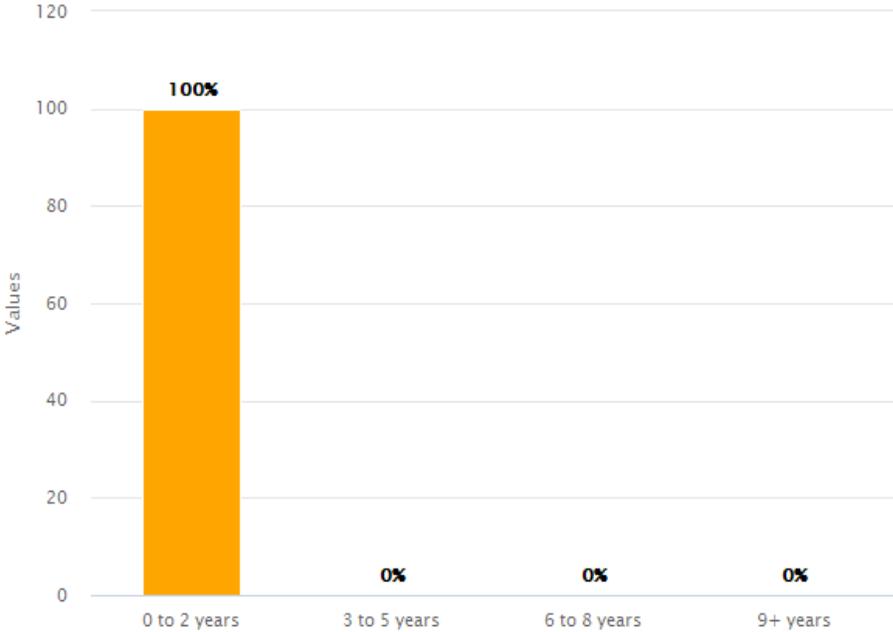
High School/Less than Associate's: 47%
Associate's degree: 11%
Bachelor's degree: 58%
Master's degree: 5%
Doctoral degree: 0%

JOB POSTINGS BY INDUSTRY (%)



Health Care and Social Assistance: 33%
Finance and Insurance: 22%
Manufacturing: 22%
Professional, Scientific and Technical Services: 11%
Other: 11%

JOB POSTINGS BY EXPERIENCE REQUESTED (%)



0 to 2 years: 100%
3 to 5 years: 0%
6 to 8 years: 0%
9+ years: 0%

TOP TITLES

Experience Level: All Experience

Title	Postings	Market Share (%)
Billing Specialist-Physician Network	2	18.18%
Network Support Specialist	2	18.18%
Space Management Specialist 5Day	2	18.18%
Technical Systems Educator	2	18.18%
25B Information Technology Specialist	1	9.09%
Customer Engineer/Buffer	1	9.09%
Customer Engineer/Buffer - Flexforce - Customer Engineer	1	9.09%

TOP EMPLOYERS HIRING

Experience Level: All Experience

Employer	Postings	Market Share (%)
Coca-Cola Enterprises Inc.	2	18.18%
Horizon Bank	2	18.18%
Army National Guard	1	9.09%
Charter Global Incorporated	1	9.09%
Franciscan Alliance	1	9.09%
Franciscan Health System	1	9.09%
La Porte Occupational Health Llc	1	9.09%
Northwest Health	1	9.09%

Certificate of Achievement – Sterile Processing Technician New Program

Program Information

Department: Health Sciences Education

Program Title: Certificate of Achievement – Sterile Processing Technician

Program Purpose:

Spectrum Health-Lakeland requested that Lake Michigan College develop a Sterile Processing Technicians program to help fill their vacant positions. Due to the COVID pandemic, it has been difficult for Spectrum to continue to train in-house employees for this position.

Program Description:

This certificate prepares individuals to function competently in the central service department of a healthcare facility. The program includes externship experience and prepares graduates to sit for the Certified Registered Central Service Technician (CRCST) Exam.

Evidence of Need

The Sterile Processing Technician certificate is being developed to support the needs of Spectrum Health-Lakeland. Once their current employees have completed the program, it will be offered to community members via the EPiC Consortium to address employee attrition within the community.

Impact on Existing Programs and/or Courses

The new Surgical Technology program embeds the Sterile Processing Technician program with the coursework required for entry-level positions in this career ladder:

- Sterile Processing Technician
- Surgical Technologist
- Surgical Assistant

The Sterile Processing Technician program will be offered via EPiC Consortium, which is the health sciences arm of the MCCA Center for Collaborative Programs (CCP). The Collaborative Sterile Processing Technician certificate model allows for both apprentices and community members to earn a Certificate of Achievement and sit for the Certified Registered Central Service Technician (CRCST) Exam.

Sterile processing certificate

Project Criteria

Validate	Programs
Counties	Berrien, MI, Cass, MI, Van Buren, MI, Allegan, MI, Saint Joseph, IN, LaPorte, IN
Degree Level	High School / Less than Associate's, Associate's degree
Time Period	4/1/2021 - 3/31/2022
Selected Programs	Sterile Processing Technology/Technician (51.1012)
Career Outcomes mapped to Selected Programs of Study	Surgical Technician / Technologist, Sterile Processing Technician

Employment potential

How Many Jobs are there for Graduates OF THIS PROGRAM?

For your project criteria, there were **404** job postings in the last 12 months. Compared to:

- 97,219 total job postings in your selected location
- 62,602 total job postings requesting a High School / Less than Associate's and Associate's degree in your selected location

The number of jobs is expected to **grow** over the next 10 years.

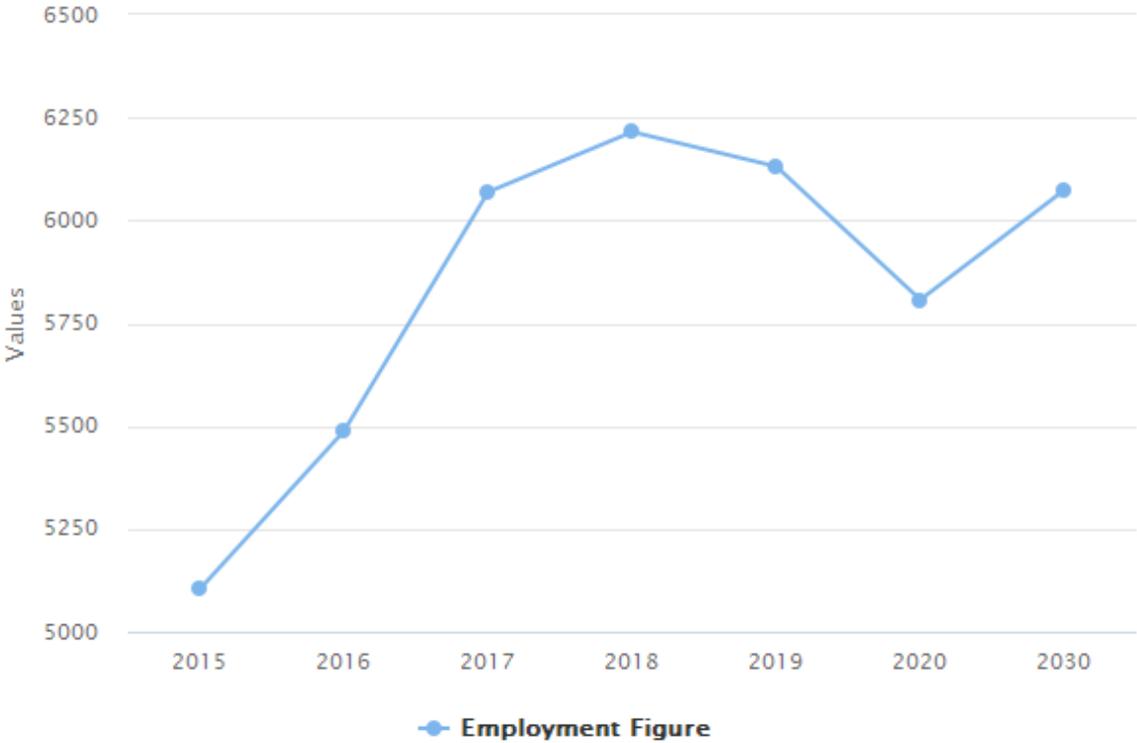
Growth by Geography

Geography	Selected Occupations	Total Labor Market	Relative Growth
Relevant MSAs	14.05 %	2.55 %	Average
Michigan, Indiana	6.59 %	2.55 %	Average
Nationwide	6.34 %	7.70 %	Average

* Relevant Metro Areas (MSAs) include Niles, MI, South Bend, IN, Kalamazoo, MI, Michigan City, IN

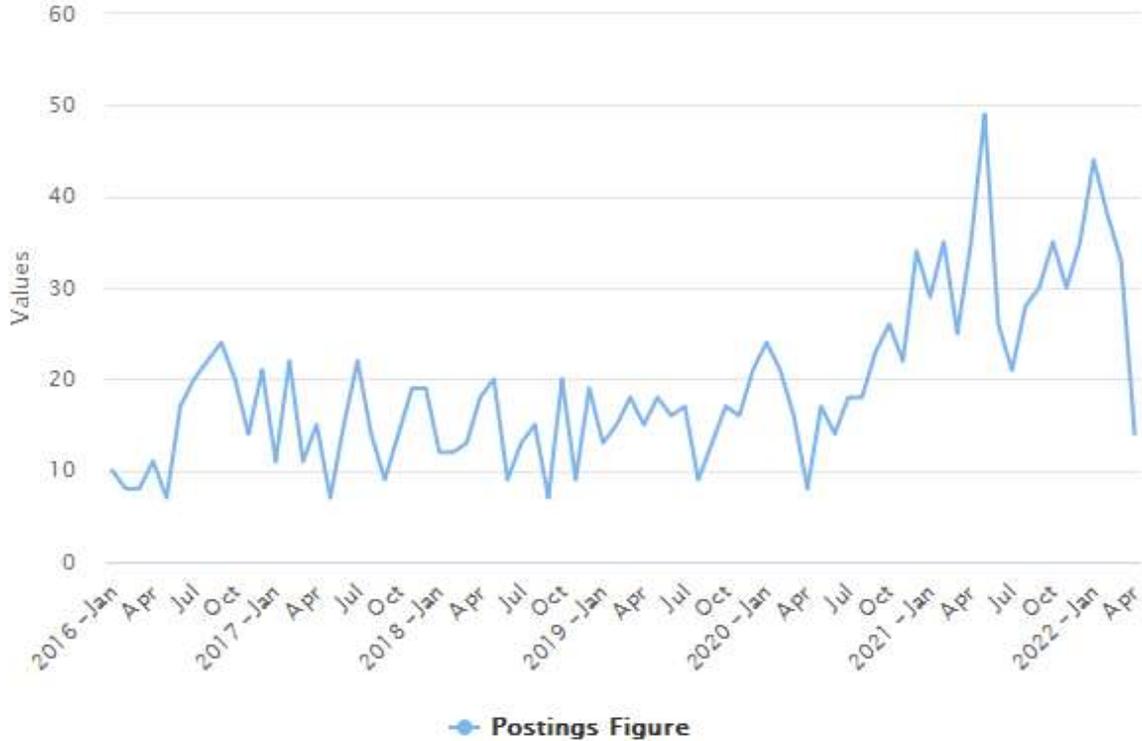
How has Employment Changed for Career Outcomes of your Program?

	2015	2016	2017	2018	2019	2020	2030
Employment (BLS)	5,104	5,488	6,069	6,215	6,131	5,807	6,074



Employment data between years 2020 and 2030 are projected figures.

POSTINGS TRENDS



Details by Occupation

Occupation Group	Postings	LQ	Employment (2020)	Employment Growth (2019 - 2020)	Projected Employment Growth (2020-2030)
Patient Care Technicians	256	1.70	4,007	-6.40%	-0.30%
Non-Patient Care Support	148	1.90	1,800	-2.70%	15.50%

How Versatile is THIS DEGREE FOR MY GRADUATES?

Graduates of this program usually transition into any of the 2 different occupation groups:

Occupations Group	Market Size (postings)	Percentage of Career Outcome demand
Patient Care Technicians	256	63.37%
Non-Patient Care Support	148	36.63%

What Salary will my graduates FIND UPON GRADUATION?

The median salary in **your region** for graduates of your program is **\$36K**
 This average salary is **Above** the average living wage for your region of **\$30K**

Where is Demand for my PROGRAM?



Competitive Landscape

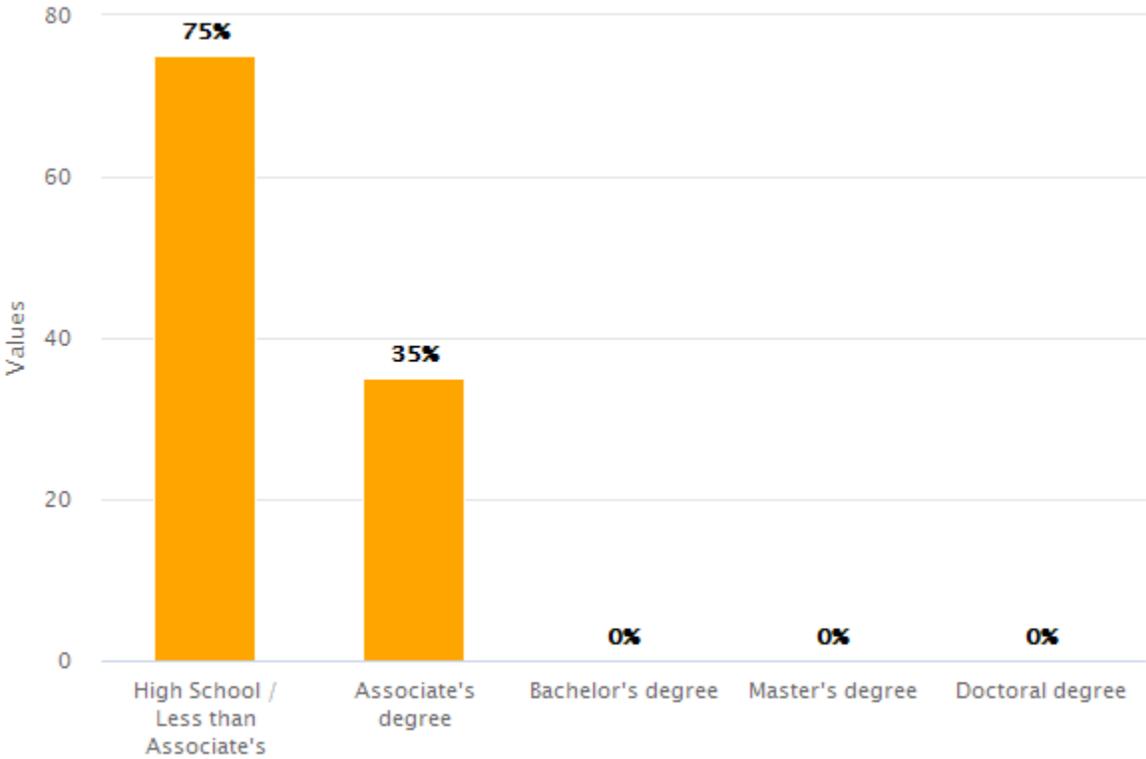
Overview

	#	% Change (2016-2020)
Number of Institutions	0	0%

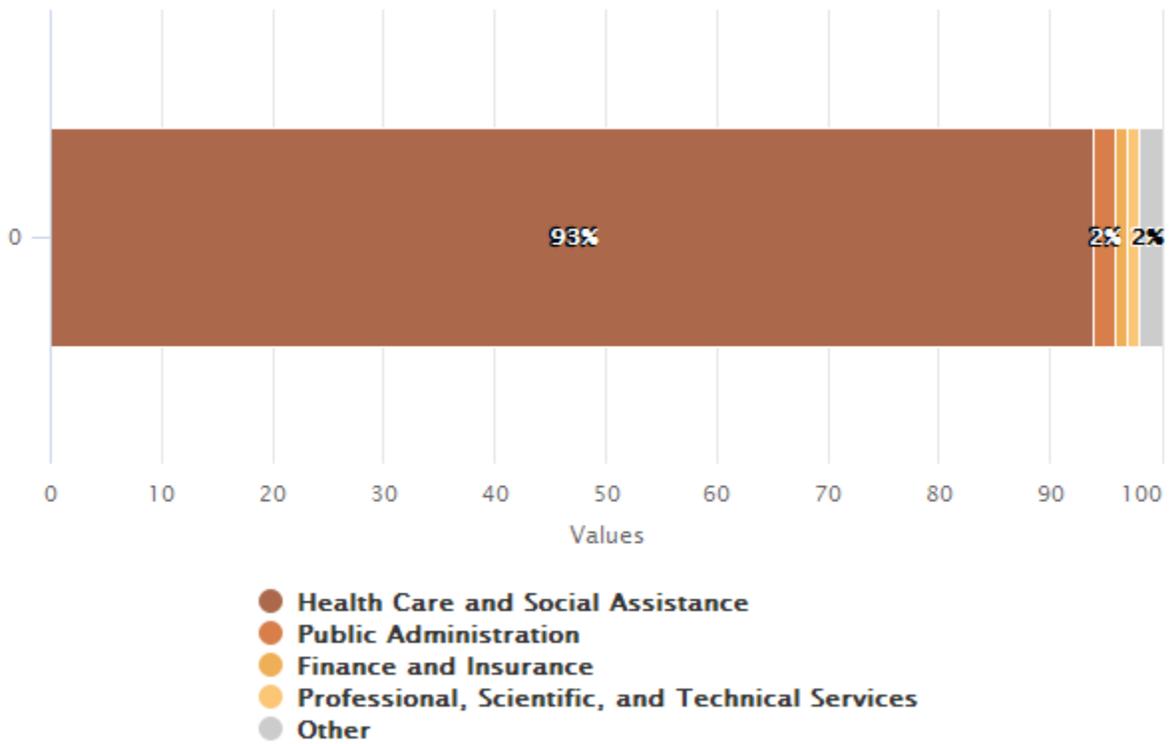
Note: Competitive Landscape reports are based on IPEDS data, which are reported in the CIP 2010 taxonomy. As a result, new programs in CIP 2020 will not have completion data until the release of 2020 data in Fall, 2021.

MARKET ALIGNMENT

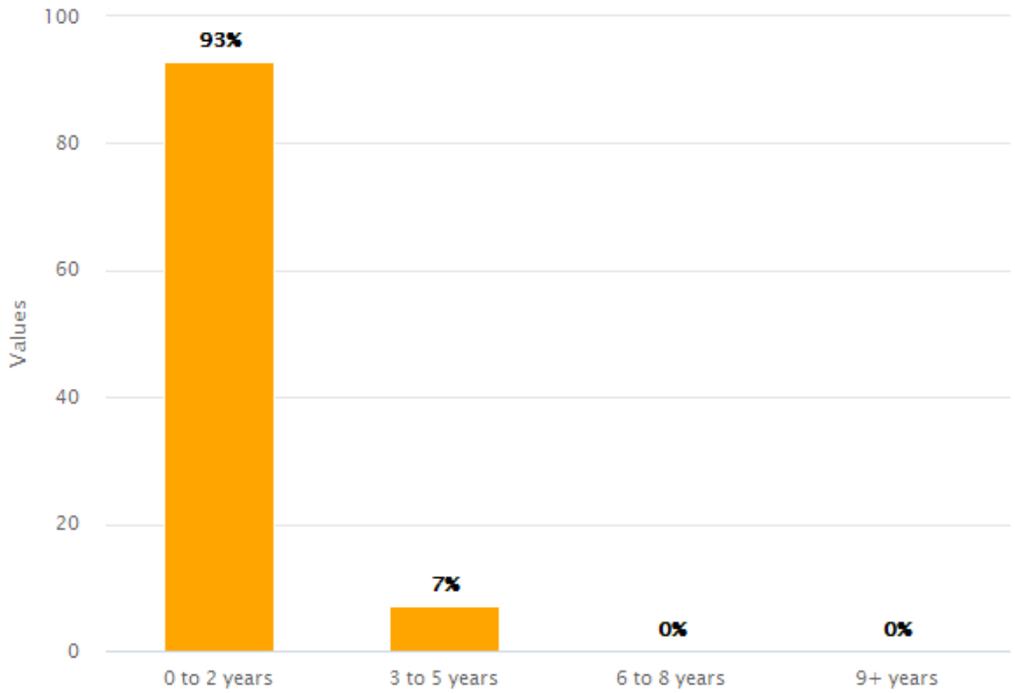
JOB POSTINGS BY ADVERTISED EDUCATION (%)



JOB POSTINGS BY INDUSTRY (%)



JOB POSTINGS BY EXPERIENCE REQUESTED (%)



TOP TITLES

Experience Level: All Experience

Title	Postings	Market Share (%)
Surgical Technologist	20	8.77%
Surgical Technician	9	3.95%
Sterile Process Technician	6	2.63%
Sterile Process Technician, Central Processing	6	2.63%
General & Robotics Surgical Technologist	4	1.75%
Process Technician	4	1.75%

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Certified Sterile Process Technician	3	1.32%
Cvor Surgical Technologist	3	1.32%
Ld Surgical Technologist	3	1.32%
Nursing Technician,/Week, Post-Surgical	3	1.32%
Nursing Technician,/Week, To, Post-Surgical	3	1.32%
Registered Sanitarian	3	1.32%
Sjsemi Surgical Technologist	3	1.32%
Sterile Process Technician, Fulltime	3	1.32%
Surgical Technologist Or Days	3	1.32%

TOP EMPLOYERS HIRING

Experience Level: All Experience

Employer	Postings	Market Share (%)
Trinity Health	46	20.18%
Spectrum Health	37	16.23%
Mercy Medical Center Clinton	33	14.47%
Ascension Health	10	4.39%
Beacon Health Systems	8	3.51%

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 5:07-7:48 pm

Holy Cross Hospital	7	3.07%
Lakeland Regional Health	6	2.63%
Northwest Health	6	2.63%
St Francis Medical Center	6	2.63%
St Joseph Health System	6	2.63%
Beacon Health	4	1.75%
Jvis	4	1.75%
Berrien County Health Department	3	1.32%
Northwest Health La Porte	3	1.32%
Unity Physicians Hospital	3	1.32%

Certificate of Achievement - Sterile Processing Technician (Program code STPR)

Current Program Sequence

1.) General Education Requirements

			Sem Hr
4	SEM HR	MATH 122 or 123	4
4	SEM HR	BIOL 110	4
8	SEM HR		8

2.) Major Requirements

			Sem Hr
2	SEM HR	HEAL 103 Medical Terminology	2
2	SEM HR	SURG 101 Surgical Asepsis	2
5	SEM HR	SURG 102 Sterile Processing I	5
3	SEM HR	SURG 103 Sterile Processing Externship	3
12	SEM HR		12
Minimum SEM HRS required: 61			20

Notes: Must complete 400 hours of externship to sit for the Certified Registered Central Service Technician (CRCST) Exam.

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CCC Approved 4.22.22
Lake Michigan College

Associate in Applied Science – Surgical Technology **New Program**

Program Information

Department: Health Sciences Education

Program Title: Associate in Applied Science – Surgical Technology

Program Purpose:

Surgical Technicians are now required to obtain a National certification. Of the 30 Surgical Technicians currently employed at Spectrum Health-Lakeland, only two hold this certification. Spectrum Health-Lakeland requested that Lake Michigan College develop a Surgical Technician program to help fill prepare their employees to obtain certification.

Program Description:

The Surgical Technology Program is an Associate Degree in Applied Science program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The curriculum includes courses selected to provide a basis for the clinical and theory application of principles used in Surgical Technology. Courses in the theoretical aspects of Surgical Technology included, lecture, clinical, and lab instruction.

Upon completion of the program, students will be eligible to take the National Board Certification Examination administered by PSI Testing and endorsed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Evidence of Need

This Surgical Technology program is being developed to support the needs of Spectrum Health-Lakeland. Once their current employees have completed the program, it will be offered to community members via the EPiC Consortium to address employee attrition within the community.

Impact on Existing Programs and/or Courses

The Surgical Technology program will be offered via EPiC Consortium which is a part of the MCCA Center for Collaborative Programs (CCP). The Collaborative Surgical Technology Consortium program model allows for both apprentices and community members to earn an Associate of Applied Science degree in Surgical Technology and take the National board exam. Lab and Clinical education will be dependent on student location. Consortium students will take their general education courses at LMC and the SURG courses will be taken through Michigan Colleges Online (MCO).

Students who complete the Sterile Processing Technician Certificate of Achievement will receive full credit for their courses toward the AAS in Surgical Technology.

Current Program Sequence

1.) General Education Requirements

			Sem Hr
3	SEM HR	ENGL 101	3
3	SEM HR	COMM 101	3
3	SEM HR	PSYC 201	3
4	SEM HR	MATH 122 or 123	4
3	SEM HR	Humanities	3
4	SEM HR	BIOL 110	4
20 SEM HR			20

2.) Major Requirements

			Sem Hr
2	SEM HR	HEAL 103 Medical Terminology	2
2	SEM HR	SURG 101 Surgical Asepsis	2
5	SEM HR	SURG 102 Sterile Processing I	5
3	SEM HR	SURG 103 Sterile Processing Externship	3
2	SEM HR	SURG 100 The Surgical Patient	2
3	SEM HR	SURG 110 Fundamentals of Surg Tech	3
2	SEM HR	SURG 115 Surgical Pharmacology	2
2	SEM HR	SURG 150 Basic Operative Procedure	2
2	SEM HR	SURG 200 Surgical Specialty/Prof Prep	2
2	SEM HR	SURG 210 Applied Surgical Techniques I	2
3	SEM HR	SURG 211 Applied Surgical Techniques II	3
6	SEM HR	SURG 151 Advanced Surgical Procedures	6
4	SEM HR	SURG 212 Applied Surgical Techniques III	4
4	SEM HR	SURG 213 Applied Surgical Techniques IV	4
42 SEM HR			42
Minimum SEM HRS required: 61			62

Notes:

CCC Approved 4.22.22

Lake Michigan College

surgical technology aas

Project Criteria

Validate	Programs
Counties	Berrien, MI, Cass, MI, Van Buren, MI, Allegan, MI, Saint Joseph, IN, LaPorte, IN
Degree Level	High School / Less than Associate's, Associate's degree
Time Period	4/1/2021 - 3/31/2022
Selected Programs	Surgical Technology/Technologist (51.0909)
Career Outcomes mapped to Selected Programs of Study	Surgical Technician / Technologist, Endoscopy Technician

Employment potential

How Many Jobs are there for Graduates OF THIS PROGRAM?

For your project criteria, there were **271** job postings in the last 12 months. Compared to:

- 97,219 total job postings in your selected location
- 62,602 total job postings requesting a High School / Less than Associate's and Associate's degree in your selected location

The number of jobs is expected to **grow** over the next 10 years.

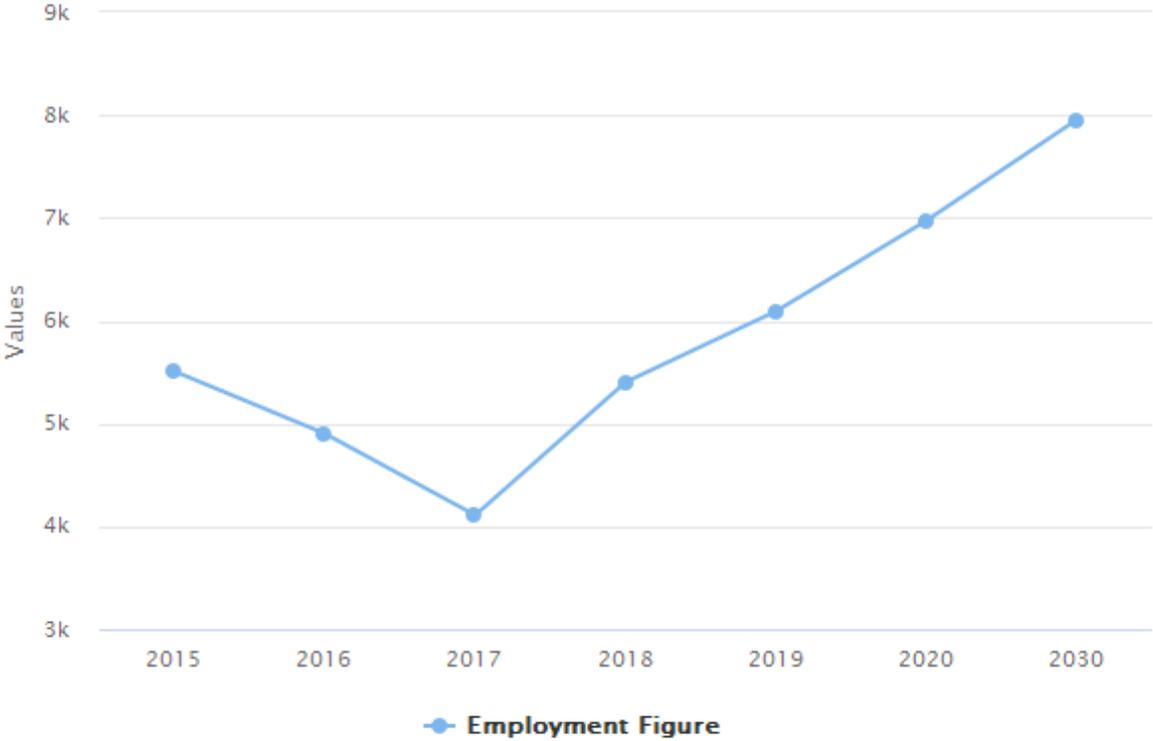
Growth by Geography

Geography	Selected Occupations	Total Labor Market	Relative Growth
Relevant MSAs	13.74 %	2.55 %	Average
Michigan, Indiana	11.91 %	2.55 %	High
Nationwide	5.13 %	7.70 %	Average

* Relevant Metro Areas (MSAs) include Niles, MI, South Bend, IN, Kalamazoo, MI, Michigan City, IN

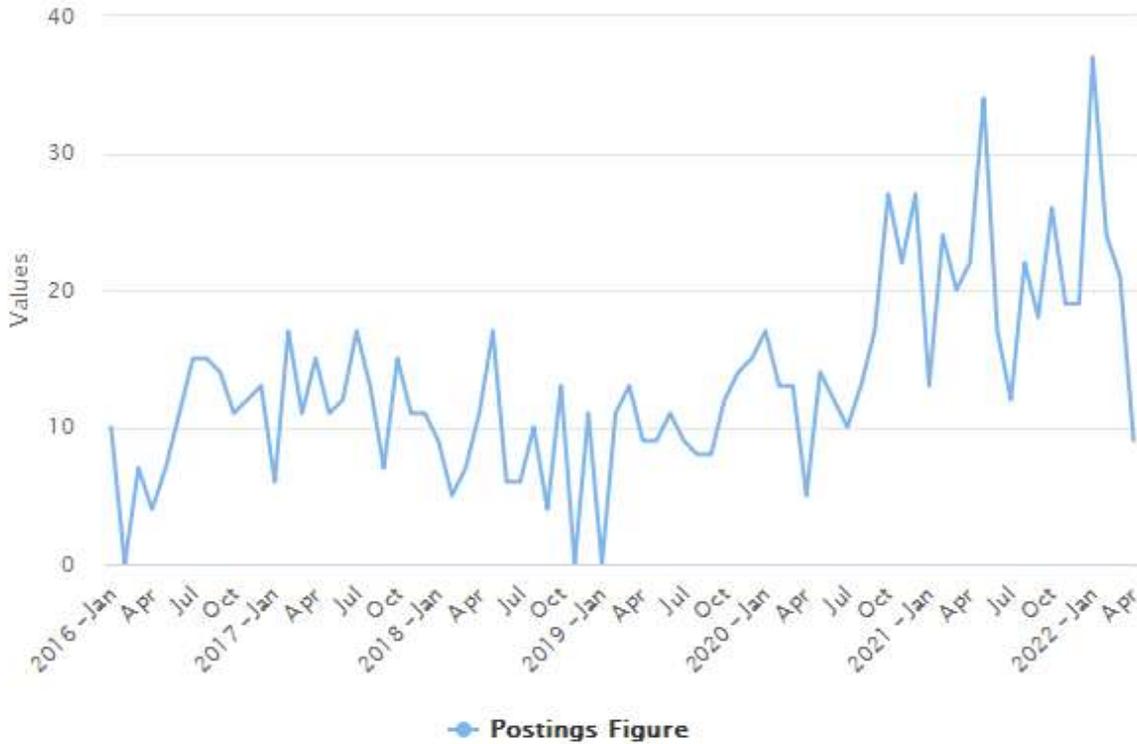
How has Employment Changed for Career Outcomes of your Program?

	2015	2016	2017	2018	2019	2020	2030
Employment (BLS)	5,508	4,903	4,109	5,403	6,093	6,974	7,955



Employment data between years 2020 and 2030 are projected figures.

POSTINGS TRENDS



Details by Occupation

Occupation Group	Postings	LQ	Employment (2020)	Employment Growth (2019 - 2020)	Projected Employment Growth (2020-2030)
Patient Care Technicians	271	1.70	6,974	14.50%	14.07%

How Versatile is THIS DEGREE FOR MY GRADUATES?

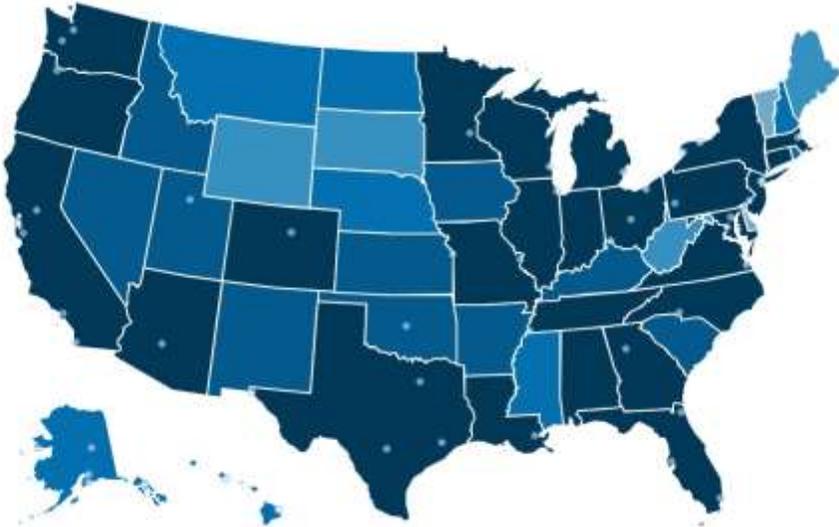
Graduates of this program usually transition into any of the 1 different occupation groups:

Occupations Group	Market Size (postings)	Percentage of Career Outcome demand
Patient Care Technicians	271	100.00%

What Salary will my graduates FIND UPON GRADUATION?

The median salary in **your region** for graduates of your program is **\$38K**
 This average salary is **Above** the average living wage for your region of **\$30K**

Where is Demand for my PROGRAM?



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Competitive Landscape

Overview

	#	% Change (2016-2020)
Degrees Conferred	23	100%
Number of Institutions	2	0%

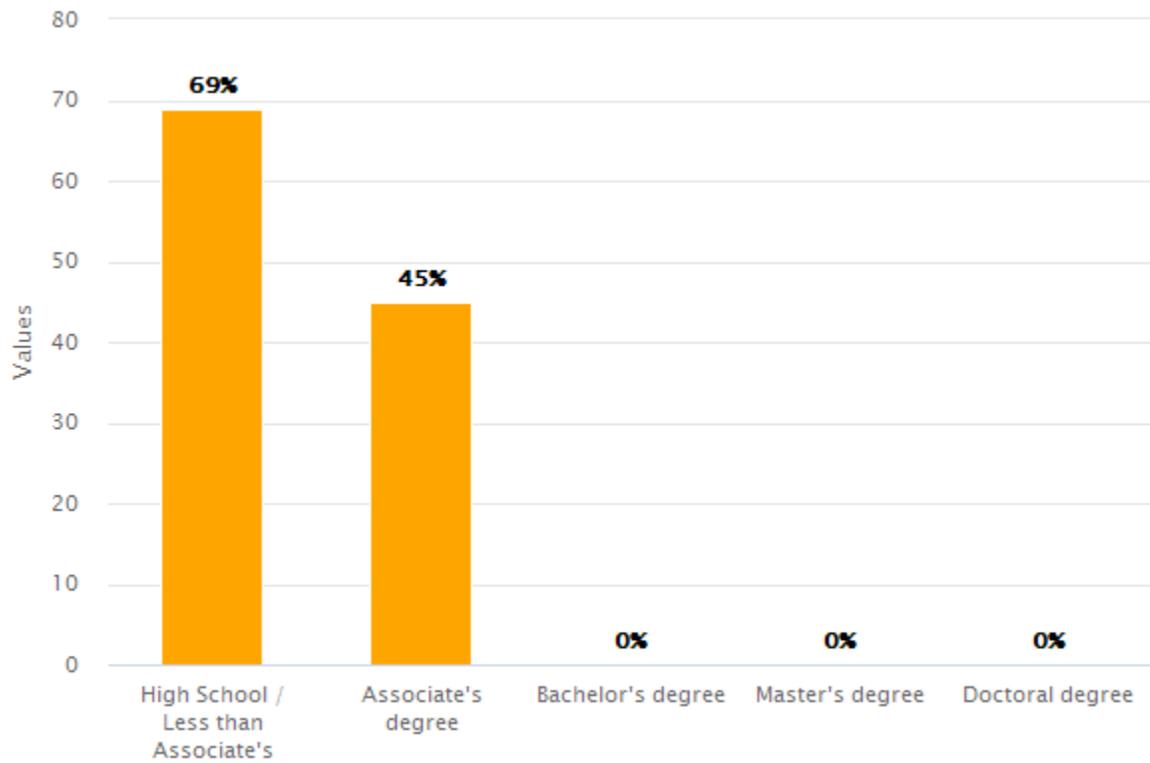
Top Institutions

Institution	School Type	Market Share (2020)	Market Share Change	Conferrals (2020)	Conferrals Change (2016-2020)
Monroe Community College	Public	69.57%	69.57%	16	100.00%
Northwestern Michigan College	Public	30.43%	30.43%	7	100.00%

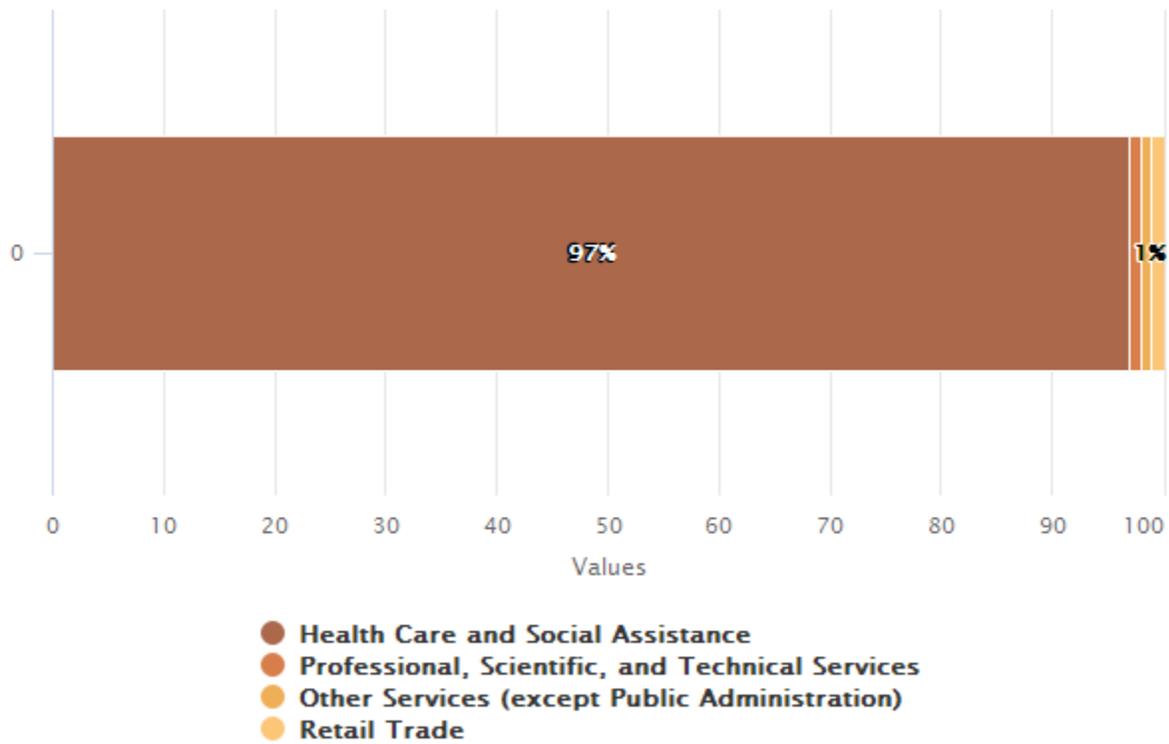
Note: Competitive Landscape reports are based on IPEDS data, which are reported in the CIP 2010 taxonomy. As a result, new programs in CIP 2020 will not have completion data until the release of 2020 data in Fall, 2021.

MARKET ALIGNMENT

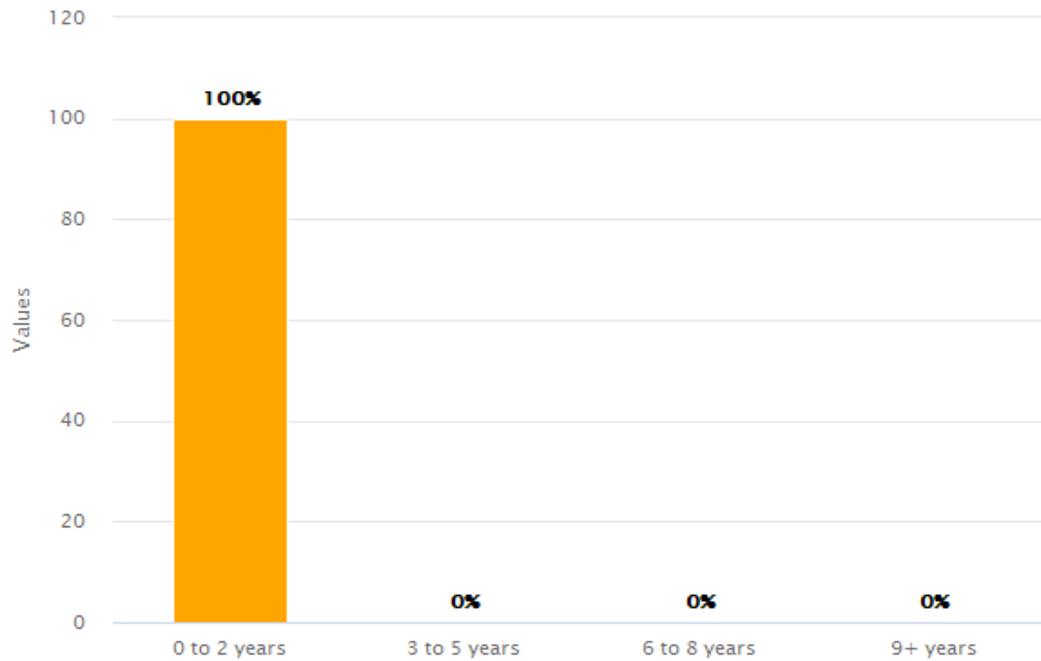
JOB POSTINGS BY ADVERTISED EDUCATION (%)



JOB POSTINGS BY INDUSTRY (%)



JOB POSTINGS BY EXPERIENCE REQUESTED (%)



TOP TITLES

Experience Level: All Experience

Title	Postings	Market Share (%)
Surgical Technologist	20	12.58%
Surgical Technician	11	6.92%
Endoscopy Technician	7	4.40%
General & Robotics Surgical Technologist	4	2.52%
Cvor Surgical Technologist	3	1.89%
Ld Surgical Technologist	3	1.89%
Nursing Technician,/Week, Post-Surgical	3	1.89%

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Nursing Technician,/Week, To, Post-Surgical	3	1.89%
Sjsemi Surgical Technologist	3	1.89%
Surgical Technologist Or Days	3	1.89%
Neuro/Spine Surgical Technologist - Limited Sign-On	2	1.26%
Neuro/Spine/Ent Surgical Technologist - Limited Sign-On	2	1.26%
Nursing Technician,/Week, To, Med/Surg	2	1.26%
Sjsemi Surgical Technologist R01300	2	1.26%

TOP EMPLOYERS HIRING

Experience Level: All Experience

Employer	Postings	Market Share (%)
Trinity Health	36	22.64%
Spectrum Health	26	16.35%
Mercy Medical Center Clinton	23	14.47%
Ascension Health	10	6.29%
Holy Cross Hospital	7	4.40%
Lakeland Regional Health	7	4.40%
Northwest Health	5	3.14%

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St Francis Medical Center	5	3.14%
Beacon Health	3	1.89%
Beacon Health Systems	3	1.89%
St Joseph Health System	3	1.89%
Bronson Healthcare	2	1.26%
Franciscan Alliance	2	1.26%
Laketown Cat Hospital	2	1.26%
Unity Physicians Hospital	2	1.26%

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Academic Affairs New Program Proposals

New Sterile Processing Technician Certificate

This certificate prepares individuals to function competently in the central service department of a healthcare facility. The program includes externship experience and prepares the successful completer to sit for the Certified Registered Central Service Technician (CRCST) Exam.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Sterile Processing Technician Certificate of Achievement.

MOTION:

By Ms. Vicki Burghdoff with support by Mr. John Grover to approve the contract as presented

APPROVED

New Cybersecurity Associate in Applied Science Degree

The AAS in Cybersecurity degree is designed to provide students with foundational skills in cyber security. The program includes basic instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; disaster recovery; contingency planning; user access issues; investigation techniques; and troubleshooting.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Cybersecurity Associate in Applied Science Degree.

MOTION:

By Ms. Deborah Johnson with support by Mr. John Grover to approve the contract as presented

APPROVED

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New Surgical Technology Associate in Applied Science Degree

The Surgical Technology Program is an Associate Degree in Applied Science program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The curriculum includes courses selected to provide a basis for the clinical and theory application of principles used in Surgical Technology. Courses in the theoretical aspects of Surgical Technology included lecture, clinical, and lab instruction. All Surgical Technology courses must be passed with a minimum grade of C+. This program includes courses that lead to a Sterile Processing Technician Certificate of Achievement.

Upon completion of the program, students will be eligible to take the National Board Certification Examination administered by PSI Testing and endorsed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Surgical Technology Associate in Applied Science Degree.

MOTION:

By Ms. Deborah Johnson with support by Mr. John Grover to approve the contract as presented

APPROVED

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ACTION:

Brian Dissette was appointed to the vacant seat on the Lake Michigan College Board of Trustees following the interview process.

MOTION:

By Ms. Vicki Burghdoff with support by Mr. John Grover to approve the appointment as presented

PASSED

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PUBLICITY/STATEMENTS TO THE MEDIA

Office of Origin: Marketing
Responsibility: Executive Director, Marketing & Communications
Original Date Adopted: x-x-22
Dates Reviewed: x-x-22
Last Date Board Approved: x-x-22

All media inquiries regarding the position of the College on any issue must be referred to the Executive Director, Marketing & Communications (the "EDMC.") Only the EDMC is authorized to make or approve public statements on behalf of the Lake Michigan College (the "College"). No employee, unless specifically designated by the EDMC, is authorized to make those statements on behalf of College. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the College must first obtain approval from the EDMC.

References:

Student Code of Conduct Discipline

Office of Origin: Student Affairs
Responsibility: Vice President, Student Affairs
Original Date Adopted: 01-28-86
Dates Reviewed: 05-21-19 1/31/2022
Last Date Board Approved: 05-21-19

Lake Michigan College (The College) expects students to maintain reasonable standards of conduct and behavior. When students do not conduct themselves as responsible members of the College community, the College may institute appropriate disciplinary action as laid out explicitly in the Student Code of Conduct, which is published on the College's website and in the Student Handbook. Examples of disciplinary actions which may be imposed upon a student who is in violation of the Student Code of Conduct include:

- College Property Restriction – restriction from certain College facilities or property; either physical or virtual, for a specified period of time.
- Formal Warning – a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of College policy in the future.
- Probation – a period during which the student must demonstrate compliance with the Student Code of Conduct. ~~Probation may be imposed for a period not to exceed one academic year and may include suspension of other privileges during the probation period.~~ **The length of this period of probation will be determined by the Vice President of Student Affairs or designee. If found responsible for violating any College policies or failure failing to comply with other requirements stipulated during this period, the student may be immediately suspended from the College and/or events pending further disciplinary review.**
- Suspension – ~~separation from the College for a specified period of time; e.g., one semester, two semesters, etc. A suspended student may re-enroll or resume attendance in accordance with guidelines outlined in the Student Code of Conduct.~~ **Immediate dismissal from classes and activities at the College for at least the remainder of the term/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during this time period of suspension may result in expulsion. During suspension, the student is not**

permitted to visit ~~the~~ College premises or attend any ~~€~~College functions without prior written permission from the Vice President of Student Affairs or designee.

- Expulsion – a permanent removal from the College. This means the student may no longer participate in any College activity or be on campus for any purpose.

Due Process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of the State of Michigan ~~and Lake Michigan College~~. Due Process is that process ~~which~~ that prevents rights from being taken away from an individual without notice and an opportunity to respond to allegations.

Due process requires that the Vice President of Student Affairs, or their designee ~~shall~~ meet with the student as soon as possible after the alleged violation of the Student Code of Conduct and at such meeting the Vice President of Student Affairs, or their designee, ~~shall~~ will provide the student with (1) notice of the alleged violation(s) of the Student Code of Conduct, (2) the facts upon which the alleged violation(s) is/are made, and (3) an opportunity to discuss the alleged violation(s) and respond. Within five ~~(5) school~~ business days of the meeting, the Vice President of Student Affairs, or their designee, will provide the student with notice of the decision and information regarding the appeal process, if applicable.

References: [Student Code of Conduct](#), [Student Handbook](#), Athlete Code of Conduct, [Beckwith Hall Code of Conduct](#)

TRANSFER OF COLLEGE CREDIT

Office of Origin: Academic Affairs and ~~Student Services~~

[Student Affairs](#)

[Responsibility: Provost and Vice President of Academic Affairs; Vice President, Student Affairs](#)

Date Adopted: 04-17-2018

Date Reviewed: 12-12-2017

Last Date ~~Modified & Board~~ Approved: 04-17-2018

Transfer In to LMC

~~The Lake Michigan~~ College ([LMC or the College](#)) makes no guarantee of acceptance of transfer coursework until an evaluation of the official transcript has been completed. Students who wish to have an evaluation completed must submit an admission application.

Transfer credit is awarded only from an official transcript, sent directly to LMC from the [sending transfer](#) institution or a third-party service on behalf of the [sending transfer](#) institution; both paper and electronic copies are acceptable. Official transcripts in a sealed envelope may be accepted from the student so long as the seal is not broken; however, the Registrar's Office reserves the right to make a final determination as to the authenticity of an official ~~transcript which~~[transcript that](#) has passed through the hands of the student.

Only those credits earned at postsecondary institutions accredited by ~~one of the regional~~ accrediting agencies ~~recognized by the Department of Education, as named below*~~, will be considered for transfer. Coursework completed at a postsecondary institution outside the U.S. must be evaluated [by an approved independent international credential evaluation service](#). ~~by an approved third-party evaluation service~~. The service will determine if the institution holds the equivalent of ~~regional~~ accreditation, whether the equivalent of a U.S. degree or certificate was earned, and will provide a general list of coursework completed. The evaluation will be used to determine whether or not transfer credit can be awarded.

Refer to the Study Abroad Policy for information regarding credits earned as part of an approved study abroad program.

It is the transfer student's responsibility to request official transcripts from ~~her or~~ his their previous institution(s).

Transfer coursework must meet the following criteria to be awarded transfer credit:

1. The course is graded at least a "C" or 2.00 on a 4.00 grading scale. Courses graded lower than a "C" or 2.00 are not eligible for transfer; this includes courses graded as Pass/Fail, Satisfactory/Unsatisfactory, or any other grade not on the standard grading scale.
2. The course contains college-level material. Remedial or developmental coursework is not eligible for transfer. The determination of college-level content is made by review of the course content and not strictly based on the course number.
3. The course is undergraduate level. Graduate level coursework is not eligible for transfer credit.
4. The course must be the course of record for the originating institution. Transfer credit awarded on a transcript from another institution is not eligible for transfer credit.

For coursework determined to be eligible for transfer, credit is awarded in the following manner:

1. Only courses and credits will be posted. Transfer grades are not posted, nor are they included in the calculation of the LMC GPA^{**}; transfer courses/grades are not used to exclude or replace a graded LMC course if the course is a repeat.
2. Courses for which LMC offers a direct equivalent are posted as such; if no direct equivalent is available, either general subject credit or elective credit is awarded.
3. Posted transfer credits count only toward the total earned credits on the LMC transcript and are not included in the GPA credits or attempted credits.
4. Credit awarded may count toward program completion at LMC, as long as residency requirements are met and the course(s) has been determined to fulfill the program requirement(s). Residency requirements can be found in the Credential Completion and Graduation Policy.
5. Credit awarded will not exceed either the number of credits earned for the original course or credits carried by the LMC equivalent course. If a transfer course has fewer credits than the equivalent, the lesser amount of

credit is assigned; if a transfer course has more credits than the equivalent, credits above the assigned amount are awarded as general elective credit.

Any transfer courses which are assigned credits on a system other than semester hours (such as quarter hours) are converted to semester hours when transfer credit is awarded. Standard conversion scales are used.

6. Any transfer course which is not clearly identified as equivalent to an LMC course is referred to the appropriate academic department to determine equivalency.

~~*Regional accrediting bodies recognized by LMC include the following:~~

- ~~• The Higher Learning Commission~~

-
- ~~Middle States Association of College and Schools (Commission on Higher Education)~~
- ~~New England Association of Schools and Colleges (Commission on Institutions of Higher Education)~~
- ~~Northwest Commission on Colleges and Universities~~
- ~~Southern Association of Colleges and Schools (Commission on Colleges)~~
- ~~Western Association of Schools and Colleges (Accrediting Commission for Senior Colleges and Universities)~~
- ~~Western Association of Schools and Colleges (Accrediting Commission for Community and Junior Colleges)~~

Once the transfer evaluation is complete, the student is ~~mailed~~ [emailed](#) a letter and worksheet indicating the transfer credits posted to her or his LMC record. Students wishing to challenge a transfer credit award may do so by contacting the Records & Registration Department/~~Registrar's Office~~.

Transfer Out of LMC

While Lake Michigan College does its best to remain transfer-friendly, the College cannot guarantee transfer of any course. Only the receiving institution may determine whether a course will be accepted for transfer based on its own criteria and transfer policies.

** For calculation of GPA for selective admissions Health Sciences programs please refer to the specific Health Science program application.

~~**Responsibility:** Vice President, Student Engagement and Support; Provost and Vice President of Academic Affairs~~

References: General Education Requirements Waiver for Degree Holders and MTA Completers
Credential Completion and Graduation Policy
[Health Science Handbooks](#)
[Council for Higher Education Accreditation – Regional Accrediting Organizations](#)

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ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Mr. John Grover with support by Ms. Vicki Burghdoff to approve the contract as presented

APPROVED

ACADEMIC AFFAIRS DEPARTMENT REPORTS Dr. Leslie Kellogg, Provost and Vice President of Academic Affairs

ACADEMIC EXCELLENCE

On April 20, the Concert Choir and Soundwaves presented their spring choral concert which began with the world premiere of a large multi-movement choral work, entitled *Three Hymns from Quarantine*, composed and directed by Dean of Arts & Sciences ***Kris Zook***, with student soloists ***Jada Willis*** and ***Shay Beeson***. The group was accompanied by Part-Time Music Faculty, ***Alexandra Lee***, at the piano and a chamber orchestra comprised of students and professional musicians. The second half of the show included a mix of inspirational pieces that spoke to the connection between people.

On April 21, theatre students performed in the bi-annual Theatre Showcase, under the direction of Theatre Faculty, ***Patrick King***. This event is presented to a community audience and demonstrates the culmination of both the stage and technical theatre growth from students in the Acting, Introduction to Theatre, Improvisation, and Stagecraft classes. Students from the Early Middle College Program who participated in Introduction to Theatre enjoyed coming to the Hanson Theatre to perform for peers, family, and friends.

On May 1, seventy-nine Early Middle College students received their associate degree. This included 43 students from Berrien Regional Educational Service Agency, 35 students from Early College Allegan County, and one student from Van Buren Middle College.

COMMUNITY IMPACT

On March 17, the LMC Botany Club held a seed swap in the Hawk's Nest from 11:00 am- 4:00 pm. This event was coordinated by the Botany Club founder and president ***Victoria Riley***, a current Natural Sciences student, with the assistance of ***Jessica Beachy***, Biology Faculty and Botany Club Advisor. The objective of the seed swap was to provide education to the college community on how to start seeds for planting in spring. The Club collected donations of seeds from the campus community and

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companies before the event.

Hundreds of packets of vegetables, herbs, and flower seeds were donated. The Botany Club also secured gardening-themed prizes for a raffle at the event and provided snacks to attendees. The response was overwhelmingly positive. Many students, staff, faculty, and administrators stopped by during the event to pick up free seeds and share gardening knowledge. Due to the positive response, we hope to make this event an annual tradition at LMC in the future.

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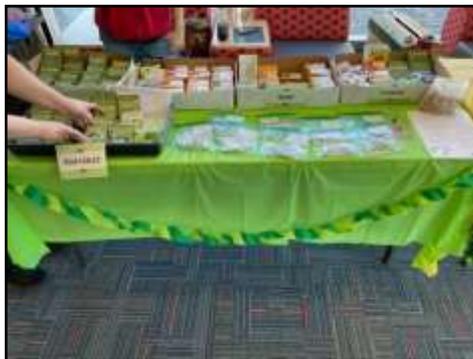
June
5:07-7



Jessica Beachy, Biology Faculty
and Botany Club Advisor



Botany Club Students,
*Victoria Riley and Vendan
Workman*

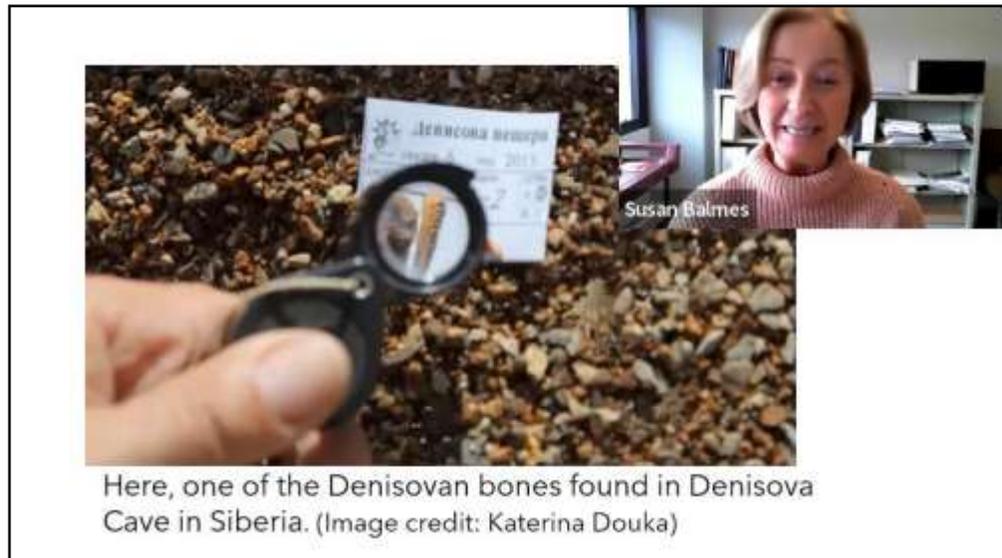


Seed packets for sharing



*Victoria Riley, Vendan Workman,
and Jessica Beachy*

On April 18, the final meeting of the Science Book Club for the Spring 2022 semester was held. The Science Book Club started on February 21 with a book giveaway of *The Sixth Extinction: An Unnatural History* by Elizabeth Kolbert in the William Hessel Library. Over thirty copies of the book were handed out at the giveaway and over the next week. The Science Book Club is a cooperative effort between the Literacy and Numeracy Across the Curriculum Group and the Natural Sciences department. During the Spring semester, there were a series of book discussions hosted by faculty over Zoom. *Jay Keeler*, CIS/Geology Faculty, *Jessica Beachy*, Biology Faculty, and *Susan Balmes*, Biology Faculty, hosted the book discussions. Because of the student engagement and community building opportunities, the Book Club will be held as a face-to-face event in Spring 2023.



On Friday, April 22, Nursing Faculty members *Dr. Kathleen Szymanski* and *Mary Jo*

Risetter took a group of Level 4 (semester four of the program) Nursing students to hear the presentation on Human Trafficking sponsored by the Southwest Michigan Human Trafficking Task Force. Speakers included survivor, Leslie King, author of "When Angels Fight: My Story of Escaping Sex Trafficking and Leading a Revolt Against the Darkness," as well as a panel of representatives from local agencies describing their part in identifying and helping victims of human trafficking.

On April 24, the Faculty Recital series continued with experimental new age music played by multi-woodwind specialist, *Jason Gresl*. Jason teaches applied clarinet and saxophone at LMC, Andrews University, and Indiana University – South Bend. Audience members were mesmerized by the unique palette of timbres that ranged from the sublime to the bizarre, as Jason presented electronic accompaniments to his expert musicianship. The recital ended with a number that involved audience participation with the help of glow sticks.



Jason Gresl, Part-Time Music Faculty

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Level 4 Nursing students learn ways that nurses can identify, intervene, and care for victims of human trafficking. Students participated in a group activity exploring myths related to human trafficking and have an opportunity to "care" for a victim of human trafficking during a virtual simulation exercise. Following the presentation, the students participated in an online discussion in which they all identified ways they could incorporate what they learned into practice. Students were impressed by the multitude of resources in our community for victims.



Front row, left to right: Casie Gohr, Jaidyn Hutsell, Taylor Vorva, Morgan Renfrow, Cassidy Kaeb, Stephanie Root, Mary Flanagan, Heidi Fox Back row, left to right: Dr. Kathleen Szymanski, Taylor Streit, Liz Edson,

Gina Gutierrez, Lexi Winkler, Lexie Gast

From May 2-4, Music students toured local high schools to perform and recruit for the Visual & Performing Arts Department. The Soundwaves, Jazz Band, and select instrumental and vocal soloists performed at Bangor, Hartford, and South Haven High Schools to a captive audience of music students. The tour was led by *Kris Zook, Rob Lunn, Alexandra Lee, and Mindy McCaffrey*. At the conclusion of the tour, our students travelled to Grand Rapids where they spent the night and viewed the Broadway Grand Rapids production of *Dear Evan Hanson* at DeVos Hall. Following the show, the students remained in the theatre and were treated to a meet and greet with members of the cast and orchestra where they were able to ask questions about the intricacies of a career with a national touring act.





On May 26, Part-Time History Faculty, *Tim Moore*, gave a presentation on the assassination of President James A. Garfield in 1881 at the invitation of the New Buffalo Township Library via Zoom. The presentation focused on the physician's treatment (or, more accurately, the mistreatment) of Garfield. The discussion afterward centered on the medical care and lack of physical protection for nineteenth-century Presidents.

Mr. Moore's spirited presentations on events and people in U.S. history have made him one of the most popular speakers in the Community Forum series.

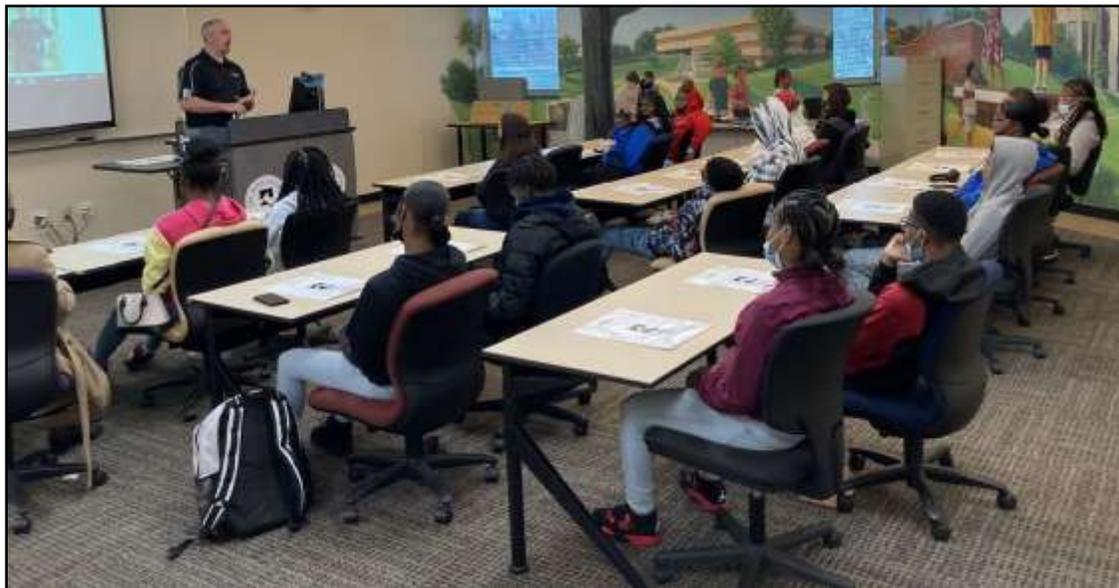
STUDENT SUCCESS

On April 21, the Natural Sciences department hosted the Spring Science Seminar. Professor Mark Mason from the University of Toledo Presented "Green Chemistry Principles for the Design and Use of Safer Chemicals" at the Benton Harbor Campus. Fifteen students, staff, and faculty attended the seminar. The Spring Science Seminar was organized by *John Beck*, Chemistry Faculty and Natural Sciences Department Chair, and *Amanda LaFay*,

Natural Sciences Laboratory Manager.

April 25, 19 freshman students from Benton Harbor High School were treated to a presentation of the Criminal Justice Program by *Brad Byerle*, Criminal Justice Faculty. Students learned about the many careers in the field.

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Brad Byerle speaking to students in the Todd Center classroom

The Diagnostic Medical Sonography Program is excited to announce that eighteen students were admitted to the 2022 cohort. These students participated in Program Orientation on Tuesday, April 26 and will begin their first Sonography class at the end of May. We anticipate that they will graduate in December 2023.

In Spring 2021, the Medical Assisting Program partnered with Spectrum Health Lakeland (SHL) to start an apprenticeship program for employees of SHL and community members. The apprentice students followed the same program curriculum as other students but had the opportunity to start applying skills learned in the program during the first semester by being placed in SHL medical offices as apprentices. The apprentice students had class two days per week and participated in a paid apprenticeship on the remaining days throughout the program.

On Sunday, May 1, the cohort of six students graduated from the Medical Assisting Program; four of those graduates were apprentices of SHL.



Front row, left to right: *Kaneshia Kendall* (SHL apprentice) and *Lilibeth Grice* (SHL apprentice) Back row, left to right: *Carmen Guerrero* (SHL apprentice),

Allison Milewski, Rebekah Hettig, and Cara Valdes (SHL apprentice)

The Radiologic Technology Program graduated fifteen students on Sunday, May 1. Graduates are preparing to sit for their registry examinations. Several graduates were offered positions prior to completing the program. We are excited for the next steps in their professional career!

On May 17, the Visual & Performing Arts Department premiered the first annual WAVE Awards for Excellence in High School Musical Theatre. The event was an adjudicated program culminating in this gala event where students were reviewed by judges from our faculty in their own districts, received written feedback and critique, and then came to the Mendel Mainstage to perform and receive scholarships and awards from a host of local arts VIPs in a ceremony similar to the famed Tony Awards. Paw Paw High School was the big winner, taking home 14 awards, including Outstanding Musical Production, with other awards going to Bridgman, Dowagiac, and St. Joseph High School's productions.



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

Student Affairs-Mr. Nygil Likely, Vice President of Student Affairs

Community Impact:

Educational Opportunity Center (EOC)

The Lake Michigan College TRIO Educational Opportunity Center (EOC) put on two Michigan Reconnect Night events, in partnership with the Michigan Reconnect program, to help eligible area residents complete the admissions process at Lake Michigan College. On hand were members of LMC admissions, financial aid, and community partners including MiLEAP.

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The EOC recently partnered with Fennville High School to take members of their 2023 cohort to Calvin University for a college tour. We look forward to engaging with this cohort in the Fall, as well. The Indiana State Prison system has resumed prisoner re-entry services and the EOC will be a part of those services beginning later in June. One of our first participants since reopening in December 2022 just completed their first day of classes at LMC, June 1. We are thrilled to see their journey from GED to college student and cannot wait to see where they will go.

Page Break

Michigan Community College Student Services Association (MCCSSA)
Nygil Likely has accepted an appointment as a board member to the MCCSSA effective immediately and expiring on June of 2024. He is excited for this new position and looks forward to sharing information gleaned in this new capacity.

Upward Bound

The Upward Bound program received great news, an award of another five year grant. 17 of the 19 open student spots have been filled for fall. Seniors graduated June 2 and are on track to enroll in college. Stryker solidified a partnership with Upward Bound. They will hold cybersecurity workshops and provide certification for students in the summer and fall.

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As of May 10, 2022

Employment Report

Positions Posted or in the Hiring Process:

- Administrative Assistant, DEI, IT, & Finance
- Admissions Specialist, Niles Campus
- Associate Dean, Health Sciences
- Associate Director, Advising
- Banner Analyst - Technical/Student Services Specialist
- Bar/Setup Manager (Part-time)
- Clinical Coordinator, Diagnostic Medical Sonography
- Dean, Diversity, Equity, & Inclusion
- Event Planner/Scheduler (Part-time)
- Executive Director, Human Resources
- Faculty, English
- Faculty, Emergency Medical Technology/Paramedic (EMT)
- Faculty, Music
- Faculty, Physical Therapy Assistant (PTA)
- Head Coach, Athletics - Baseball
- Instructional Technology Specialist Part-time (2 openings)
- Lecturer, Diagnostic Medical Sonography
- Lecturer, Mechatronics
- LMS/Canvas Administrator
- Maintenance Technician, Part-time (2 openings)
- Phlebotomy Technician Lab Support Specialist (Part-time)
- Records and Registration Specialist
- Specialist, Financial Aid

New Hires:

Position/Title Changes:

- Administrative Assistant, Campus Life/Intercollegiate Athletics – Rob Elliott-Schafnitz
- Dean, Arts & Sciences – Kris Zook
- Generalist, Financial Aid – Taneika Austin-Bowman
- Generalist, Records & Registration – Beckey Miller
- Natural Sciences Lab Manager – Amanda LaFay

Departures:

- Clinical Coordinator, Nursing – Daryl DeHuff
- Director, Dental Assisting – Katherine Sundberg
- Instructional Technology Specialist – Donna Curtis
- Natural Sciences Lab Manager – Scott Murton
- Network Support Technician – Michel Moreno
- Student Services Generalist – Pam Parker

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April Financial Statements

Lake Michigan College
Income Statement (Operating & Auxiliary Funds ONLY)
April 30, 2022

	FY_2022		FY_2021		
	Actual Year-to-Date	YTD % of budget*	Actual Year-to-Date	YTD % of budget*	
Revenues					
Tuition & Training Revenue, Net	\$ 9,751,000	109%	\$ 7,501,000	87%	Fall revenue was 115% of budget, Spring 110%
Property Tax Revenue, Net	17,516,000	96%	17,051,000	96%	
State Appropriations - Base	3,894,000	67%	3,634,000	64%	
State Appropriations - MPSERS	620,000	85%	609,000	65%	
Interest Income	11,000	21%	70,000	93%	Lower interest rates in FY22
Other Revenue	354,000	70%	397,000	79%	
Auxiliary Operations, Net	80,000	30%	812,000	86%	B
Funding from Foundation	54,000	9%	440,000	96%	
TOTAL REVENUE	\$ 32,280,000	92%	\$ 30,514,000	87%	
Expenses					
Labor Costs	\$ 19,392,000	83%	\$ 17,399,000	87%	
Services	1,326,000	106%	763,000	64%	
Building Costs	2,830,000	83%	3,379,000	107%	
Licensing, Training/Travel, & Other	1,404,000	65%	1,192,000	80%	
Supplies	659,000	79%	456,000	80%	
Interest Expense	387,000	113%	543,000	69%	
Depreciation	3,795,000	107%	3,140,000	67%	
TOTAL EXPENSES	\$ 29,793,000	85%	\$ 26,872,000	84%	
OPERATING INCOME (LOSS)	\$ 2,487,000		\$ 3,642,000		
Capital Outlay Funding from State	-		4,115,000		A
Transfers	27,000		253,000		
TOTAL NET INCOME (LOSS)	\$ 2,514,000		\$ 8,010,000		

* - Board approved budget as adjusted for revisions

A - Capital outlay funding from the State of Michigan, which is considered "revenue" when received.

B - FY21 includes \$792,736 in revenue from COVID-19 vaccine clinics funded by CARES Act monies in Spring 2021

Lake Michigan College
Balance Sheet (General & Restricted Funds)
April 30, 2022

	4/30/22	4/30/21	Change	
Reserve - 120 Days Cash on Hand	10,680,000	10,680,000	-	0%
Reserve - MPSERS Board Designated	944,000	782,000	162,000	21%
Reserve - Debt Service	4,021,000	2,613,000	1,408,000	54%
Reserve - LMC Promise Designated Fund	825,000	-	825,000	-
Cash & Investments - Designated - Reserves	\$ 16,470,000	\$ 14,075,000	\$ 2,395,000	17%
Cash & Investments - Undesignated *	20,581,000	13,426,000	7,155,000	53%
Accounts Receivable, Net	937,000	853,000	84,000	10%
Prepaid Expenses	641,000	348,000	293,000	84%
Fixed Assets, Net of Depreciation	89,840,000	94,960,000	(5,120,000)	-5%
Pension Assets	5,480,000	6,495,000	(1,015,000)	-16%
Total Assets	\$ 133,949,000	\$ 130,157,000	\$ 3,792,000	3%
Payables	\$ 3,567,000	\$ 4,526,000	\$ (959,000)	-21%
Deferred Revenues	621,000	731,000	(110,000)	-15%
Debt	31,943,000	35,353,000	(3,410,000)	-10%
Pension Liability, Net	28,131,000	29,130,000	(999,000)	-3%
Total Liabilities	64,262,000	69,740,000	(5,478,000)	-8%
Net Assets	69,687,000	60,417,000	9,270,000	15%
Total Liabilities + Net Assets	\$ 133,949,000	\$ 130,157,000	\$ 3,792,000	3%

* includes capital millage proceeds

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

4/30/22

Operating Activities:

Cash Received from Property Taxes - Operational	\$	17,516,000
Cash Received from Tuition		17,127,000
Cash Received from Appropriations		4,514,000
Cash Received from Other Operations		208,000
Cash Received from Grant Admin Fees		63,000
Cash Received from Foundation, Grants & Fundraising		136,000
Cash Received from Interest		11,000
Cash Received from (Paid for) Auxiliary Operations		7,000
Cash Paid to / on behalf of Employees		(18,778,000)
Cash Paid to Vendors		(7,495,000)
Cash Paid (Received) from Restricted Funds		-
Cash From Operations	\$	13,309,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage		3,947,000
Cash Received from State - Capital Outlay		-
Cash Paid for Capital Assets		(1,168,000)
Cash Borrowed (Used) for Capital Assets	\$	2,779,000

Financing Activities:

Paid on Debt - Principal		(3,475,000)
Paid on Debt - Interest		(410,000)
Cash Used for Debt	\$	(3,885,000)

Net Increase (Decrease) in Cash **\$ 12,203,000**

Beginning Cash (at June 30, 2020) \$ 24,848,000

Ending Cash (at April 30, 2022) **\$ 37,051,000**

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Due to the timing of the June 2022 meeting, financial statements through 5/31/22 could not be produced. Accordingly, the financial statement through 4/30/22 are included

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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.

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NEW BUSINESS

None

ADJOURNMENT

MOTION by Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 7:48 p.m.

A handwritten signature in cursive script that reads "Mary Jo Tomasini". The signature is written in black ink and is positioned above the typed name and title.

Mary Jo Tomasini
Lake Michigan College Board Secretary