



**LAKE MICHIGAN<sup>®</sup>**  
**C O L L E G E**

*Regular Board Meeting Materials*

*January 26, 2016*

*Submitted To the Lake Michigan College*

*Board of Trustees*

*by*

*Dr. Jennifer Spielvogel, President*

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Agenda  
Lake Michigan College  
Board of Trustees Regular Meeting  
January 26, 2016  
6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Setting of the Agenda
- IV. Minutes of the December 8, 2015 Regular Board Meeting
- V. Petitions and Communications from the Floor
- VI. Financial Services Report - Ms. Kelli Hahn
- VII. **President's Report - Dr. Jennifer Spielvogel**
  - Presentations:**
    - Business Professionals of America-Region 10 Annual Leadership Conference – Dr. Ken Flowers and Ms. Jennifer Oldenburg
    - Mathletes Success – Mr. Chris Spradlin and Mr. Jim Larson
- VIII. Academic Services Report .....Ms. Leslie Kellogg and Mr. Chris Spradlin
- IX. **New Business**
  - A. Estimated Sources of Revenue for 2016-2017 - Ms. Hahn
  - B. Bernard C. Radde Committee Appointment - Ms. Mary Jo Tomasini
  - C. Board of Trustees Reappointments to Foundation Board - Ms. Tomasini
- X. Miscellaneous
- XI. Adjourn

Board of Trustees  
Minutes of the Regular Meeting  
Napier Campus  
December 8, 2015

**CALL TO ORDER**

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:03 p.m. The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

Present: Dr. Maysick, Dr. Lindley, Ms. Truesdell, Mr. Small, Ms. Tomasini, Mr. Bergan,; Ms. Johnson  
Absent: None

**SETTING OF THE AGENDA**

Ms. Tomasini added: Item B Special two-day liquor license to the agenda.

**APPROVAL OF MINUTES**

The minutes of the October 27, 2015 Regular Board Meeting were accepted as presented with a motion by Dr. Maysick, supported by Ms. Truesdell.

The minutes of the November 2-3, 2015 Special Board Meetings were accepted as presented with a motion by Ms. Johnson, supported by Mr. Bergan.

The minutes of the November 16-17, 2015 Special Board Meetings were accepted as presented with a motion by Mr. Bergan with support by Ms. Johnson.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**PRESIDENT'S REPORT**

Ms. Hahn along with Ms. Lisa VanDeWeert, auditor, Rehmann Robson presented the 2014-2015 financial statement and the grant activity audits. Ms. VanDeWeert reported on a successful year ended June 30, 2015 with an unmodified opinion, and the grant audit procedures had no findings.

**Comments**

Mr. Small expressed his thanks and stated that the clean audit speaks well of the people in place at the college who take care of the college finances.

Ms. Amy Scrima introduced honor student Jami Walter who gave a presentation on the Honors program. Dr. Harrison presented Ms. Walter with a gift from the college.

**ACADEMIC SERVICES REPORT**

Ms. Kellogg reported on the Hospitality and Culinary students serving at the Krasl Art Center Soup Event.

**Comments**

Ms. Truesdell commented on the professionalism of the hospitality students and how well prepared they are for a career in the industry.

**NEW BUSINESS**

**2014-2015 Financial Statement and Grant Activity Audits**

Ms. Hahn along with Ms. Lisa VanDeWeert, auditor, Rehmann Robson presented the 2014-2015 financial statement and the grant activity audits. Ms. VanDeWeert reported on a successful year end, June 30, 2015 with an unmodified opinion, and that the grant audit procedures had no findings.

**ACTION**

It was recommended that the receipt of the financial statement and the grant activity audit reports be acknowledged by the Lake Michigan College Board of Trustees.

**MOTION** by Mr. Bergan, with support by Mr. Small to accept the receipt of the financial statement and grant activity audit reports as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

Neas: None

Absent:

**APPROVED**

**Two-Day Liquor License Request**

On March 5, 2016 Lake Michigan College will host a benefit auction at the Mendel Center to raise money for Lake Michigan College students. To accommodate the event, Conference and Event Services must secure a two-day liquor license from the Michigan Department of Licensing and Regulatory Affairs. A condition of the license is that the Board of Trustees approve the submission of the license to the State of Michigan.

**ACTION:**

It was requested that the Lake Michigan College Board of Trustees approve the submission to the State of Michigan Department of Licensing and Regulatory Affairs by Conference and Event Services for two-day liquor licenses for March 4 and March 5, 2016 for an event at the College's Mendel Center.

**MOTION** by Mr. Bergan, with support by Dr. Lindley to approve the submission to the State of Michigan Department of Licensing and Regulatory Affairs by Conference and Event Services for two-day liquor licenses for March 4 and March 5, 2016 for an event at the College's Mendel Center.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Dr. Lindley

Neas: None

Abstain: Mr. Small

Absent: None

**APPROVED**



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: PO Box 30005, Lansing, MI 48909  
 Toll Free (866) 813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**  
 (Authorized by R436.576)

At a regular meeting of the Lake Michigan College Board of Trustees  
(regular or special) (membership or board of directors)

called to order by Chair Mary Jo Tomasini on 12/08/2015 at 6:03 p.m.  
(date) (time)

the following resolution was offered.

Moved by Paul Bergan and supported by Dr. Michael Lindley

that the application from Lake Michigan College  
(name of organization)

for a special license to serve alcohol on 3/04/16 and 3/05/16  
(event date(s))

to be located at Lake Michigan College Mendel Center, 2755 E Napier Avenue, Benton Harbor, MI 49022

it is the consensus of this body that the application be approved for issuance.  
(recommended or not recommended)

**Approval**

Yeas: 6

Nays: 0

Absent: \_\_\_\_\_

Abstain 1

I hereby certify that the foregoing is true and is a complete copy of a resolution offered and adopted by the Lake Michigan College Board of Trustees

at a regular meeting held on 12/08/2015  
(regular or special) (date)

Name and title of authorized officer (please print): Dr. Robert P. Harrison

Signature and date of authorized officer: \_\_\_\_\_ 12/08/2015

Phone number and e-mail of authorized officer: 269-927-8600 harrison@lakemichigancollege.edu

**Robert P. Harrison Resolution**

Dr. Robert P. Harrison is retiring as President of Lake Michigan College as of December 31, 2015, after 16 years of College service.

**ACTION:**

We recommend that the Lake Michigan College Board of Trustees adopt the following Harrison Resolution, as presented.

**MOTION** by Mr. Bergan, with support by Ms. Truesdell to adopt the Harrison Resolution, as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Dr. Lindley, Mr. Small

Neas: None

Absent: None

**APPROVED**



**Robert P. Harrison Resolution**

**Whereas,** Robert Harrison has provided exemplary service to Lake Michigan College for 16 years, serving as dean of Community and Business Services, dean of Occupational Studies, and executive dean of LMC's Bertrand Crossing Campus, with administrative oversight of the College's workforce contracts; and embraced it wholeheartedly, and

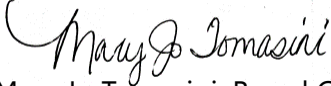
**Whereas,** Robert Harrison was named interim president of the College twice, once in 2005 and again in January 2009, and in May 2009 was appointed the College's ninth president, a responsibility he administered admirably, and

**Whereas,** Robert Harrison engaged the community, staff, faculty and students in a manner that provided a successful long-term College vision in a contagiously enthusiastic and often humorous manner, and

**Whereas,** he has submitted his retirement as of December 31, 2015; therefore

**Be it resolved** that the Lake Michigan College Board of Trustees awards the title of President Emeritus to Robert Harrison with all the rights and privileges thereof in recognition of his dedicated service.

**Further, be it resolved** that the Lake Michigan College Napier Avenue entrance roadway will be forever named Harrison Boulevard.

  
Mary Jo Tomasini, Board Chair

Date: 12/8/2015

  
Debra Johnson, Board Secretary

Date: 12/8/2015

**Comments**

Ms. Tomasini commented on how Dr. Harrison wholeheartedly embraced all of the duties assigned to him throughout his career at LMC, and that he provided a successful long-term college vision.

Ms. Tomasini presented Dr. Harrison with a college badge bearing the title of president emeritus, and a street sign: Harrison Boulevard for the entrance roadway to the college's Napier Avenue Campus.

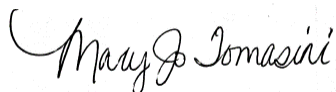
Ms. Tomasini also presented Dr. Harrison with a special tribute from Governor Rick Snyder. In the tribute, Governor Snyder, on behalf of the people of Michigan, thanked Harrison for his service, during which the College expanded its programs and services including the addition of a Bachelor Degree in Energy Production and Distribution Management, the opening of an Enology and Viticulture Center, construction start of the Hanson Technology Center, addition of first residence hall and a successful Start to Finish program supporting at risk students.

**Comments**

Dr. Harrison stated that he appreciated all the support from the Board, faculty and staff at the college, and that it has been a pleasure to work here. He commented on how the college has gotten a lot done, and there's more to come. Dr. Harrison also expressed his appreciation in the confidence the Board has shown him and wished them much success in the coming years.

**ADJOURNMENT**

MOTION by Mr. Bergan with support from Dr. Lindley to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:34 p.m.



Mary Jo Tomasini, Board Chair



Debra Johnson, Board

12/11/2015: rls

## **PRESIDENT'S REPORT**

## A. PRESIDENT'S REPORT

### Mathletes Success

On October 30, mathletes from Lake Michigan College attempted the AMATYC (American Mathematical Association of Two Year Colleges) Student Math League competition exam.

The exam consists of twenty challenging problems and students are given exactly one hour to complete it. The top five scorers from each school are counted toward the team score. Lake Michigan College has been competing since 2009. Nationwide, 181 teams and more than 1200 students take the exam.

LMC's top five (six because of a tie) in order are: *David Shane, Rebecca Jacobs, Jonah Kubath, Michael Hettlinger, Nicholas Spearitt, and Mathew Starkey*, and will be recognized at tonight's meeting.



*David Shane's* score was the highest ever attained by an LMC student and was the 6th best in the Midwest region. *Rebecca Jacobs'* score is tied for the 19th best in the Midwest region.

Led by *David* and *Rebecca*, the LMC team finished in the top ten in the Midwest region.

*Jim Larson* and *Chris Spradlin* will give a Mathletes presentation at tonight's meeting.

### Holiday Food Basket

For the **32<sup>nd</sup>** year in a row, 100 area needy families and at-risk elderly received a basket with food for the holidays. This year the College partnered with Lest We Forget to identify WWII and Korean War vets in need of assistance. Other recipients were identified in partnership with the Area Agency on Aging, The Readiness Center, and Benton Harbor Street Ministries. Chair ***Kathy Burnett*** was supported with committee members ***Jodie Littlefield, Deb Montcalm, Jennifer Oldenburg*** and ***Erin McGuire***.



### Business Professionals of America (BPA)

BPA - Region 10 held its Annual Regional Leadership Conference on January 5 at Lake Michigan College's Napier Avenue Campus. The purpose of this conference is to allow students to demonstrate occupational competencies through participation in the Workplace Skills Assessment Program. Students who achieve top honors will be eligible to compete at the State Leadership Conference and possibly even the National Leadership Conference. Approximately 382 students competed in 57 events.

***Dr. Ken Flowers*** and ***Jennifer Oldenburg*** will present an overview of the 2016 BPA Conference at tonight's meeting.

## **2016 First Robotics Competition (FRC)**

On January 9 the Mendel Center was filled with 400 high school students who were awaiting the release of the 2016 First Robotics Competition (FRC) game rules and kits. The much hyped live kick-off is broadcast to the world via NASA from FRC headquarters in New Hampshire. Teams from Indiana, Grand Rapids, Cass, Van Buren, Ottawa, and Berrien counties gathered in the Grand Upton Hall of the Mendel Center. Nearly every local high school now sports a team of students who are excited to be a part of this program, dubbed the “varsity sport for the mind”, and designed to encourage excellence in the science, technology, engineering, and mathematics fields.

Since these students represent the brightest prospects in our talent pipeline, several of their sponsors, mentors, and industry supporters were in attendance. **Dr. Jennifer Spielvogel** officially welcomed the group and joined the student-moderated panel discussion that also included US R representative Fred Upton; State Senator John Proos; State Representative Al Pscholka; Rick Blake, president of Edgewater Automation; and Dave Szczupak, executive vice president of global product organization for Whirlpool Corporation.



This year’s competition space resembled a medieval fortified castle, and teams had to build a robot able to breach the outer works and ramparts, shoot “boulders”, and climb the turrets. Teams have just eight weeks to build the robot and devise their game winning strategy before regional competitions begin. This year St. Joseph High School will again host the regional competition on March 11 and 12.

## 1. INSTITUTIONAL ADVANCEMENT

### **A. Gifts and Pledges**

For reporting purposes, the following gifts have been received by the LMC Foundation during the period of November 1, 2015 through December 31, 2015:

#### **Gifts**

|   |    |             |             |
|---|----|-------------|-------------|
| <u>Alumni Association Scholarship</u>                       |    |             |             |
| Total Donors:   | 5  | Gift Total: | \$95.00     |
| <u>Arthur F. Kalinas Memorial Scholarship</u>               |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$1,000.00  |
| <u>Bernice G. Tiscornia Endowed Scholarship</u>             |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$2,000.00  |
| <u>Berrien Cty Bar Assn Restricted Scholarship</u>          |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$1,000.00  |
| <u>Bertrand Crossing Career Path Scholarship</u>            |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$5,000.00  |
| <u>Bud Timothy Rohm Memorial Scholarship</u>                |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$100.00    |
| <u>Campaign for Tomorrow</u>                                |    |             |             |
| Total Donors:   | 17 | Gift Total: | \$44,015.00 |
| <u>Deborah Laura &amp; Marjorie Weinstein Scholarship</u>   |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$10,000.00 |
| <u>Dental Assisting Program</u>                             |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$125.00    |
| <u>Holiday Food Basket</u>                                  |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$2.50      |
| <u>Intercollegiate Athletics</u>                            |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$500.00    |
| <u>International Student Fund</u>                           |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$100.00    |
| <u>Jespersen Scholarship Fund</u>                           |    |             |             |
| Total Donors:   | 1  | Gift Total: | \$9,928.58  |
| <u>Lakeland Valley Dental Assisting Society Scholarship</u> |    |             |             |
| Total Donors:   | 2  | Gift Total: | \$425.00    |

|  |           |                  |                     |
|--|-----------|------------------|---------------------|
| <u>Linda Marutz Memorial Scholarship</u>         |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$100.00            |
| <u>LMC Cabinet Scholarship</u>                   |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$100.00            |
| <u>LMC Community Scholarship</u>                 |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$50.00             |
| <u>Mainstage Arts Factor</u>                     |           |                  |                     |
| Total Donors:                                    | 3         | Gift Total:      | \$38.00             |
| <u>Mainstage Endowment/Premiere Partners</u>     |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$10.00             |
| <u>Music Education Fund</u>                      |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$13,704.73         |
| <u>Nursing Department</u>                        |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$100.00            |
| <u>Nursing Scholarship</u>                       |           |                  |                     |
| Total Donors:                                    | 6         | Gift Total:      | \$2,300.00          |
| <u>Rotary Club of South Haven Scholarship</u>    |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$500.00            |
| <u>Rotary of South Haven Endowed Scholarship</u> |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$4,641.00          |
| <u>Start to Finish Program</u>                   |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$25,000.00         |
| <u>Student Success Fund for SH Students</u>      |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$1,000.00          |
| <u>Swerbinsky/Valentine Memorial Scholarship</u> |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$15.00             |
| <u>Unrestricted</u>                              |           |                  |                     |
| Total Donors:                                    | 1         | Gift Total:      | \$100.00            |
| <u>Winner's Circle Auction</u>                   |           |                  |                     |
| Total Donors:                                    | 15        | Gift Total:      | \$7,695.00          |
| <b>Total Number of Gifts:</b>                    | <b>71</b> | <b>Subtotal:</b> | <b>\$129,644.81</b> |

**Pledges**

Campaign for Tomorrow

Total Donors: 9

Pledge Total: \$632,000.00

Winner's Circle Auction

Total Donors: 21

Pledge Total: \$30,975.00

**Total Number of Pledges: 30**

**Subtotal: \$662,975.00**

**Gifts-In-Kind**

Auction

Total Donors: 110

**Total Number of Gifts-In-Kind: 110**



**Lake Michigan College  
Gifts, Pledges & Grants Received  
2015-16**

**MONTH**

|           |                |
|-----------|----------------|
| July      | \$ 126,657.00  |
| August    | \$ 103,193.50  |
| September | \$ 64,492.80   |
| October   | \$ 465,681.50  |
| Nov/Dec   | \$ 792,619.81  |
| Jan/Feb   |                |
| March     |                |
| April     |                |
| May       |                |
| June      |                |
| TOTAL:    | \$1,552,644.61 |

Donors (Nov/Dec): 101  
Donors Year-to-Date: 252

Last Year-to-Date Donors: 221  
Last Year-to-Date Gifts/Pledges: \$730,242.38

## 2. ADMINISTRATIVE SERVICES

### 2016 Spring Opening Days

Lake Michigan College's 2016 Spring Opening Days were held January 6-8. **Dr. Jennifer Spielvogel** provided the opening address for the faculty/staff breakfast and the faculty dinner. Faculty used these days for student advising and for class preparation.

### Martin Luther King, Jr. Celebration Week

Lake Michigan College continued its well-established tradition of celebrating the Martin Luther King, Jr. national holiday with a series of public events that honored the vision and philosophy of Dr. King. The activities included were congruent with and enhanced by the College's effort toward our stated commitment to diversity and inclusion, as defined by the College's Strategic Plan for Diversity.

The theme for the 2016 celebration was "What Are You Doing for Others." Beginning on January 18 through January 20, a total of three programs were held including:

- January 18, the annual breakfast celebration and awards ceremony. Three students, who competed in the fourth annual Martin Luther King, Jr. Essay contest, *Rolando Hernandez* (first place), *Lionel Kanyowa* (second place) and *Anna Silcox* (Honorable Mention) presented their speeches at the breakfast. Congressman Fred Upton provided remarks. Musical presentations included All God's Children Choir, LMC Concert Choir, and ISM Youth Choir, along with LMC Music Major *Lydia Ford* who sang the National Anthem. **Dr. Jennifer Spielvogel** and Board Chair **Mary Jo Tomasini** presented the Annual LMC Diversity Awards to Michael Todman and Football Coach Elliott Uzelac, the Benton Harbor Tiger Football Team and Extended Family.
- January 19, "*Selma*" movie was shown for College employees, students and the community.
- "*Confronting Racial Stereotypes, Prejudice, and Discrimination*" presented by Race Relations Council Forum. Sociology Instructor **Michelle Stone's** classes attended.
- On January 18, at South Haven High School, the South Haven Diversity Coalition hosted volunteers from the community as well as Lake Michigan College students to repack 2 tons of rice. The rice was divided between five different area food pantries. After the rice packing, several South Haven High Schools students talked about Dr. Martin Luther King, Jr.'s impact on the communities he lived in and the traits he wanted to instill in those communities. State Representative Aric Nesbitt was in attendance for this day of service.

The intent remained to provide those attending multiple opportunities to better understand, and therefore live successfully within, an increasingly diverse and complex world.

### Spring 2016 Professional Development Calendar

This spring's Professional Development calendar is focused on a wide range of learning opportunities from diversity, security, wellness, and adjunct programs. As an incentive,

employees can qualify for prizes and other rewards for their participation, similar to last fall's rewards program that was well-received by faculty and staff.

Spring programming includes:

- 2/2 – Sleep Disorder presented by Lakeland Health Systems
- 2/9 – Response to School Active Violence Incident presented by Deputy Dave Albers
- 2/18 – Professional Development Day presented by Norma Tirado, Lakeland Health Systems
- 2/23 – Know the Ten Signs presented by Erin Van Groningen, Alzheimer's Association
- 3-1 – Snowshoe Hike at the Napier Avenue Campus
- 3/15 – Self Defense presented by Dalia Vitkus, New Wave Kicks
- 3/22 – PowerPoint Class presented by **Christine Davis**
- 3/29 – Mail Planning presented by Lakeland Health Systems
- 4/5 -- Hearing Workshop presented by Dr. Gyl Kasewurm
- 4/12 – Bring Balance to Your Budget presented by Becky Young, Edward Jones
- 4/14 – Salsa Dance Class with Instructor Sarah Rabbers
- 4/28 – Hip Hop Dance Class with Instructor Sarah Rabbers
- 5/5 -- Ballet Dance Class with Instructor Sarah Rabbers
- 5/12 – Line Dancing Class with Instructor Sarah Rabbers

### **2015 Holiday Door Decorating Contest**

A holiday door decorating contest was held in December. All departments were eligible to participate. Seventeen doors were decorated, fourteen at the Napier Avenue Campus, one at M-TEC, one at South Haven and one at the Mendel Center. Each site was eligible to have a winner. On December 14, the winners were chosen. Winners received dollars to be used to host a holiday party for their respective departments. The Napier Avenue Campus winners were: Educational Opportunity Center, first place; Information Technologies, second place; and Financial Aid, third place. M-TEC, South Haven, and Mendel Center also won at their respective sites.

### **HSA Funding Procedure: 2015 Savings**

On January 1, 2015, the College changed Health Savings Account funding procedures for eligible staff employees electing group health insurance coverage. Replacing the one-time 100% deductible funding, staff employees received two contributions throughout the year, or one pro-rated contribution if hired after July 1<sup>st</sup>. This modification in procedure produced \$34,017 in savings for 2015.

### **Wellness Program Update**

The Commit to Be Fit employee wellness program concluded on December 6. Members of the two winning teams chose prizes from a selection of wellness related items and enjoyed a healthy catered lunch together. Winning teams included:

- Team T-Rex RAWR - **Leah Kicinski, Matt Krevda, Sara Skinner, and Emily Fritz**
- Team Blister Sisters - **Suellen Klein, Mary Jo Risetter, Kay Francis, and Kim Sherman**

Individual winners included **Sara Brant, Karla Pankratz, Kam Chancellor, Shannon Heigel, Selene Anderson, Tammy Barber, Megan Pelkey, and Emersond Jean-Baptiste.**

## **Spring Dance Sampler**

Between April 14 and May 26, employees will be invited to sample four different dance styles as part of our wellness initiative. Ballet, Salsa, Hip Hop and Line Dancing will be presented in the Dance Drama Room over the lunch hour.

## **Safety and Security**

**Charles Masters**, Facilities Operations Manager completed his FEMA certifications in Introduction to the Incident Command System, National Incident Management System, Surveillance Awareness, and Workplace Violence Awareness Training.

On January 28, 2016, the College will conduct an internal lockdown drill at the Napier Avenue Campus. The drill will be coordinated by **Steve Silcox**, Director, Public Safety with the assistance of the Lake Michigan College Civilian Emergency Response Team, Berrien County Emergency Management, Benton Charter Township Police and Fire Departments, and the Michigan State Police. The purpose of this drill is to measure our effectiveness in responding to an inside threat including clearing hallways/restrooms and having individuals in their classrooms and offices locked down. The drill scenario will include the Mendel Center, Beckwith Hall and Western Michigan University-Southwest Regional Extension Center, each of which will activate external lockdown procedures.

## **Hanson Technology Center**

Construction activities continued throughout the holiday break taking advantage of the generally warmer weather we have been experiencing. The project remains on schedule. Installation of the weather barrier and temporary enclosures have been completed and heat is being applied to the interior of the building. Exterior sheathing, roofing and mechanical, electrical and plumbing rough-in are complete. Also complete is the geothermal well field. Pouring of concrete flooring, overhead mechanical, electrical and plumbing, and installation of exterior panels are all in progress. Weather pending, installation of exterior curtain wall will be starting. Finally as interior metal studs are completed, the laying up of drywall will begin. The bulk of activities will soon turn to interior finishes and exterior work will resume in a couple months when winter weather breaks.



Looking Northeast, Napier Academic is to the left, Mendel Center directly behind this view



View from near campus flagpoles towards front entrance of the Hanson Technology Center

### **Wine and Culinary Education Center**

The site clearing for the Wine and Culinary Educations Center is progressing nicely. The trees on the west, east and south sides of the site have been taken down and will be shredded to mulch. Hardwood trees 8" and larger have been retained. The mulch will be left on-site to be reused in landscaping. We have met with an American Electric Power representative regarding the removal of the power lines going to the barn. Once the power lines have been removed, the remaining trees will be removed and this portion of the project will be complete. Next steps will include a detailed site topographical survey which will serve as the basis for structural design of the new facility.



Looking North toward Empire Avenue

In addition detailed design activities continue with preliminary design of both the wine making and culinary kitchen in progress.

**Mendel Center Freeze Stat Project**

The mechanical and insulation work are completed. Controls have been installed and instrumentation is complete. Contractors have completed final testing, controls work and tuning. This project is now complete and provides an additional level of freezing protection for the Mendel Center by mixing fresh intake air with previously conditioned air, reducing the exposure of equipment to freezing conditions.

**Mendel Center Booster Pump Project**

The architect has completed the design and specifications, and the project is out for bid. The installation of the booster pump will provide for consistent reliable water pressure throughout the Mendel Center.



### 3. HUMAN RESOURCES

#### Payroll Report Year-to-Date

|                                     | <u>December 2015</u> | <u>December 2014</u> |
|-------------------------------------|----------------------|----------------------|
| Payroll and Benefits                |                      |                      |
| General Fund                        | \$9,651,026          | \$9,550,296          |
| Restricted Funds                    | <u>704,502</u>       | <u>822,672</u>       |
| Total Payroll and Benefits to Date: | \$10,355,528         | \$10,372,968         |
| <br># of Employees                  |                      |                      |
| General Fund                        | 334                  | 363                  |
| Restricted Funds                    | <u>23</u>            | <u>21</u>            |
| Average # of Employees Paid:        | 357                  | 384                  |

## **Employment Report**

### **Posted Positions or Positions in the Hiring Process:**

Human Resources Generalist, Part-time (*Replacement*)  
Instructor, Business/Accounting (*New*)  
Instructor, Culinary (*New*)  
Instructor, Nursing/Simulation & Skills Lab Coordinator (*Replacement*)  
Instructor, Political Science (*Replacement*)  
Instructor, Welding (*New*)  
Lecturer, Biology (*New*)  
Utility, Napier Avenue Campus, Part-time (*Replacement*)

### **New Hires:**

Shelly Brown, Assessment & Learning Assistance Coordinator, Part-time  
Dr. Jennifer Spielvogel, President  
Ginger Vallejo, Agricultural Employment Manager, Michigan Works!

### **Reassignments:**

Karen Broadwater, Talent Development Specialist  
Kellie Dolezan, Assistant Director, Human Resources  
John Hoskins, Maintenance Technician  
Elaina Paulson, Lead Admissions Specialist

### **Resignation:**

Dr. Clinton Gabbard, Vice President, Student Services

### **Retirement:**

Dr. Robert Harrison, President

### **Adjunct Faculty (Spring 2016):**

| <b>Name</b>       | <b>Course Title</b>               |
|-------------------|-----------------------------------|
| Steven Doak       | Introduction to Criminal Justice  |
| James Ellis       | National Government               |
| Mary Elson        | Medical Terminology               |
| Mary Elwell       | Intermediate Algebra              |
| Brandon Flowers   | Applied Learning Strategies       |
| Kenneth Flowers   | Machine Tool Technology           |
| Joseph Foster     | English Composition               |
| Merry Froelich    | Pre-Algebra                       |
| John Halteman     | Modern Social Problems            |
| Lesa Hamilton     | Introduction to Public Speaking   |
| Shannon Heigle    | Introduction to Dental Assisting  |
| David Holmes      | Introduction to Computer Literacy |
| Steven Huycke     | Advanced CAD Techniques           |
| Christopher Inman | Machine Tool I                    |
| David Keith       | Introduction to Philosophy        |
| Ruth Kittleson    | Pre-Algebra                       |
| Charles Lachman   | Principles of Economics (Micro)   |
| Daniel Langston   | Principles of Accounting II       |

**Adjunct Faculty (Spring 2016): continued**

| <b>Name</b>          | <b>Course Title</b>                              |
|----------------------|--|
| Susanna Lankheet     | English Composition                              |
| Kristen Maniscalco   | Ceramics I                                       |
| Marcus Martin        | Higher Learning Strategies                       |
| Latoya Mason         | Pharmacology for Medical Assistants              |
| Karen Melody         | Computer Applications I                          |
| Timothy Moore        | American History                                 |
| James Myers          | Human Anatomy                                    |
| Keith Nelson         | English Composition                              |
| Elizabeth Penn-Grove | Honors National Government                       |
| Denise Peters        | Physical Conditioning                            |
| Josephine Ponniah    | Medical/Surgical Nursing I                       |
| Deborah Pratt        | Pre-Calculus Algebra                             |
| Jolene Prosper       | Introduction to Public Speaking                  |
| Mathew Rainey        | CISCO ICND 2/CCNA Review                         |
| Dale Reuss           | American History                                 |
| Gary Roberts         | National Government                              |
| Norman Runyon        | Pre-Algebra                                      |
| Michael Sanford      | Introduction to Religious Thought                |
| William Shepard      | Introductory Algebra                             |
| Kimberly Sherman     | Children's Health                                |
| Vicki Shoemaker      | Personal Health                                  |
| Steven Stap          | Fundamentals of Genetics, Organic & Biochemistry |
| Patrick Stier        | Engineering Design & Graphics                    |
| Jade Suhr            | Reading Improvement III                          |
| Galina Sundberg      | English Composition                              |
| William Taylor       | Intermediate Algebra                             |
| Sylvia Verdonk       | Pre-Calculus Algebra                             |
| Judy Wheeler         | Basic EMT  |
| Dennis Wiley         | Business Law I                                   |
| Linda Williams       | Introduction to Dental Assisting                 |
| Kevin Wurz           | Introduction to Theatre                          |
| Jacqueline Yearous   | Database Skills                                  |

#### 4. **Bertrand Crossing**

Students were waiting to register for spring 2016 semester the day the doors opened on January 4 and walk-in advising and student services traffic has been brisk ever since. Advisors and generalists helped students register for another 300 billing hours over the period, leaving spring 2016 enrollment ahead of spring 2015 by three students. Increases this semester include computer information systems classes, with the department's roll out of virtual and hybrid classes in programming, web design, and networking.

For the first blizzard of the year, students braving the cold were rewarded with a cheeseburger cook out, several dozen Krispy Kreme donuts, hot chocolate and other such comfort foods.

A "meet and greet for student support services" was hosted by academic services on January 13 where students were able to learn about the various programs intended to serve them and support their academic journey. Career services, veterans and international student affairs, tutoring and testing services, work based education, and TRiO program representatives were on hand to meet both students and the new part time faculty members who are teaching at Bertrand Crossing for the first time this semester.



Bertrand Crossing's popular history adjunct faculty **Tim Moore** was able to address his peers at Opening Days events on January 7. After being snowed out on two previous occasions, Tim was delighted to share a little of what led him to his role of "history evangelist" and to confess his love for his many varied students.

Bertrand Crossing student and work study **Lionel Kanyowa** was selected to present his essay "What are you doing for others?" at the Dr. Martin Luther King, Jr. Day breakfast January 18.

Students and staff are a big part of the 12<sup>th</sup> annual Hunter Ice Cream festival in downtown Niles January 22-24. For several years the College has volunteered to scoop and sell ice cream at the outdoor ice-sculpted ice cream booth for the weekend long ice festival. Visitors to the festival look forward to the tradition of enjoying the ice cream that has been recreated from a traditional recipe from the 1900s. This year the College is official ice cream booth sponsor.

Community education courses at Bertrand Crossing this semester are as varied as ever with history, photography, and soap making. Collaborations with community partners Orchard Hills Country Club and Fernwood Botanical Garden continue with cooking classes and golf clinics.

## 2. **ACADEMIC SERVICES**

### **BUSINESS**

Faculty and staff hosted the Business Professionals of America (BPA) Region 10 Student Leadership Competition on January 5. Three hundred and eighty two area high school students competed for spots in the upcoming state-level BPA conference. The competition included 57 separate events and 11 team events in the areas of virtual multimedia, finance, business administration, management information systems, digital communication and design, and management-marketing-communication.

Schools that participated in this year's competition included Berrien Springs High School, Branch Area Career Center, Kalamazoo Central High School, Lakeshore High School, Niles High School, River Valley High School, Sturgis High School, Van Buren Technology Center and Wayland High School.

In collaboration with the Region 10 BPA Advisors, **Jennifer Oldenburg** coordinated the event, with support from **Donna Maxson**, **Tom Till** and *Shannon Bidwell*, M-TEC work study student. Eighteen members of LMC faculty and administrative staff volunteered as judges, proctors, and administrators of the various competitions.

Business Professionals of America is a dynamic youth organization which provides leadership and business opportunities for high school students to prepare them to make informed decisions on their future careers. The skills that students learn through participating in a variety of business experiences are beneficial and will help prepare them for further study and a career in a business related field.

### **HEALTH SCIENCES**

#### **Dental Assisting**

The Dental Assisting Club held a holiday card signing event in November for gifting to active service members and veterans. Dental students, staff, and faculty signed and wrote brief messages inside of 161 cards. The Red Cross included these cards in goodie boxes for delivery.

The Dental Assisting Club has adopted two adult foster care group homes. They held a bake sale in December with half of the proceeds going toward purchasing personal care and Christmas items for the residents. Between the Napier and Bertrand campuses the students raised over \$300, half of which was donated to the group homes. The remaining \$150 will be used to help fund a trip to the Chicago Mid-Winter Dental Convention, held every year in February. The Mid-Winter Dental Convention is the largest dental convention held in the United States.

The Dental Assisting Club students at Bertrand Crossing Campus acquired eight "angels" from the angel tree from the Salvation Army. The students purchased gifts for the family.

Dental Assisting students have an 80% passing rate for the Michigan State Board RDA exam, over the past year. Roundtable discussions are planned to help students prepare for the upcoming January exam.

## **Nursing**

During the month of December, Nursing Education Center (NEC) Facilitator, **Kim Sherman** volunteered her time and talents at the HERBIE free clinic.

The nursing students collected over 200 boxes of stuffing and instant potatoes for the LMC Holiday Baskets.

## **Sonography**

Ninety-two percent of the Sonography Program seniors have taken and passed their OB/GYN Specialty board and 33% have also taken and passed the Abdomen Specialty board exam. With fall semester completion of this program right around the corner, 31% of the Sonography seniors have been hired in sonography positions.

## **MATHEMATICS AND PHYSICAL EDUCATION & WELLNESS**

### **LMC "Mathletes"**

On Friday, October 30, 2015, a group of finely tuned Mathletes from Lake Michigan College did attempt the daunting AMATYC (American Mathematical Association of Two-Year Colleges) Student Math League competition exam. The exam consists of twenty challenging problems, and students are given exactly one hour to complete it. The top five scorers from each school are counted. Lake Michigan College has been competing since 2009.

Nationwide: 181 teams and more than 1200 students take the exam.

LMC's top five students (six because of a tie) in order are: *David Shane, Rebecca Jacobs, Jonah Kubath, Michael Hettlinger, Nicholas Spearitt, and Mathew Starkey.*



From left to right in team photo:

*Aiden Weston, Rebecca Jacobs, Jackie Wyant, Jonathan Sackett, Ashley Lingle, Benjamin Walker, Michael Hettlinger, Andrew Rudlich, Nicholas Spearitt, Matthew Starkey, Jon Kelly, David Shane, Khali Wines-Masi, Steven Steffey, Jonah Kubath, Logan Porter*

Not pictured: *Nathanael Judge, Keaton Warn*

## RHETORIC, COMMUNICATION, AND FOREIGN LANGUAGE

### 2015 LAND Writing Contest Winners

Winners of the 2015 Land (Liberal Arts Network for Development) Writing Contest were announced.

The winners of the poetry section, judged by full-time English faculty **Dr. Sarah Smith**, were as follows:

*Jericho Mannino*, from Baroda, Michigan, won first place for "Chinook, The King of the River." **Dr. Smith** said that the poem had lovely details and quirky, fresh observations—an impressive poem in the tradition of Elizabeth Bishop's poem "The Fish." Mackenzie Sturman, from Allegan, Michigan won second place for "Refuge." **Dr. Smith** found that there is a close creation of humanity, of being human, in this poem that is vibrant—we are there, experiencing it, in each stanza. *Violette Hall*, from Coloma, Michigan won an honorable mention for "Sail (I'm Sorry)." This lovely, original, and poignant poem takes us on its journey from the first line.

The winners of the essay section, judged by former full-time English faculty **Dr. Bill Sprunk** and full-time English faculty and Chair of Language Arts, **Dr. Janice Zervas**, were as follows:

*Elizabeth Banyon*, of Stevensville, Michigan, won first place for "Pecker at the Window." Both judges said the essay's style was masterful and captivating, capturing the nuisance of a woodpecker that's mesmerized by its attempts to break through a window. The writer's reflections were meditative, thoughtful, and symbolic of the writing process. *Victor Esparza*, of Hartford, Michigan, won second place for "Klug's: Collecting More than Blueberries." This essay's strength was its detail, its consideration of place, and its description of both the process and the pickers. *Mackenzie Sturman* won an Honorable Mention for "The Preservation of Our Nation's Pollinators." The judges liked the informative nature of the essay mixed with insightful description.

The winners of the fiction section, judged by full-time English faculty, **Sean Newmiller**, were as follows:

*Cameron Coburn*, of St. Joseph, Michigan, won first place for "The Forgotten." **Mr. Newmiller** stated that the story did an excellent job at creating scene, developing characters in a short format, and was a fascinating twist on a ghost story. *Mackenzie Sturman* won second place for "The Lover's Façade." **Mr. Newmiller** stated that the story ended in a surprising fashion, and was an excellent use of a twist and surprise to craft a narrative. *Mackenzie Sturman* also won Honorable Mention for "Tragedy Strikes," with a well-written plot and revelation.

The winning entries are submitted to the statewide LAND competition, and winners announced in mid-February and published in a LAND sponsored publication. LMC's winners will be published in the College's Creative Writing Publication edited by **Dr. Zervas**, forthcoming in the summer.

## **SOCIAL SCIENCES, HUMANITIES, CREATIVE ARTS, AND EDUCATION**

### **Michigan Thespian Festival**

On December 4 and 5, adjunct Theatre instructor **Kevin Wurz** was an adjudicator at the Michigan Thespian Festival at Saginaw Valley State University. This festival is held annually on the first weekend in December and is made up of thespian troupes from high schools around the state. This year there were approximately 30 troupes with roughly 600 students. The festival contains a myriad of activities - play performances, workshops, and events. **Kevin** served as one of three judges for the stage management category in which there were 30 entrants. Students submitted a prompt book along with appropriate paperwork and gave an eight-minute presentation. They were judged on the completeness of the book, their presentation, and overall organization. A critique after the presentation was shared with the students as well.

More information is available at [www.michiganthespians.com](http://www.michiganthespians.com)



## C. STUDENT SERVICES

### **Athletics**

The Athletic Department held its annual raffle. The first prize trip worth \$2500.00 went to *Theresa O'Brian* from Kalamazoo, Michigan and the second prize of an Apple IWatch went to *Aaron Moskovitz* from West Bloomfield, Michigan.

The women's basketball team, led by Athletic Director **Jason Cooper**, is on a role in conference play with a 3-0 MCCA (Michigan Community College Athletic Association) Western Conference record. They have a 13 and 2 overall record with the first Annual Hilton Garden Inn Holiday Tournament Championship under their belt. The Lady Red Hawks are charged to continue their success.

The men's basketball team, led by Head Coach **Doug Schaffer**, started off with a rocky conference start. They have an 11 and 5 overall and 1 and 2 in MCCA (Michigan Community College Athletic Association) Western Conference record. The men are looking to learn from their experiences to gain strength in the second half of the season.

### **Admissions**

Spring enrollment at the college looks fairly strong and is trending ahead of enrollment projections.

Overall: -1% in headcount and -1% in billing hours.

It's important to note that Early College numbers again look very strong, currently standing at a +25% increase (with more registrations for second semester direct credit still to be processed).

New student orientation was completely re-formatted this year (starting in Summer 2015), and it has become "mandatory" (or highly encouraged) for all new students. In December, two sessions of orientation were offered for new Spring students. This was the first time the college has offered a pre-Spring orientation.

Spring triage included walk in advising, registrations and triage for Spring students.

Assisted with outreach to unregistered students and returning students, who are in good standing, with financial aid posted to their account.

Assisted with communication to all students who have registered, but are on the automatic drop list due to non-payment.

Admissions is working in partnership with the Early College coordinator and local schools. Admissions assisted Early College with delivering Spring course offering handouts, second semester/trimester presentations and registration pick-up. (Fall registrations were increased by over 150 students).

Assisted in the coordination of the 2015 Robotics Competition kickoff event, hosted an LMC table and helped with team check in.

Middle College – classes are again up and running in both Allegan and Bangor as part of two 5-year Early/Middle College partnerships with these local districts. Allegan is serving 40 middle

college students and an additional 18 dual enrollment students. Bangor is serving 18 students. New Allegan program student accomplishments include:

- of the 40 students enrolled in the Early/Middle College program, 30% of them have a perfect 4.0 GPA after the Fall semester. Every single student earned a grade of a C or better in every single class.

### **Advising**

Advising and the One Stop teams have spent the last several weeks focusing on assisting continuing students (students enrolled in fall) get settled into spring enrollment. Many classroom visits were made to remind students of the enrollment period and promote early registration. Advisors have been updating Student Educational Plans (SEPs) as usual but found this a much easier task for those students that attended orientation prior to the fall semester. The students appeared to understand the process better and the importance of their SEP. We will be working with Business Intelligence to gather data to better know the impact orientation had on student success.

New student orientation sessions were also held during spring enrollment in which one-on-one advising sessions were conducted with each student. We served a total of 27 students during two sessions.

Advising is also collaborating with academics on several initiatives, such as Guided Pathways (cohort II participation), Credit for Experiential Learning and the promotion of several key programs. We continue to work with the Student Success Council on hubs focused on mandatory orientation, pathways, underprepared students and adult student learners.

### **Financial Aid**

The awarding of scholarships for the high school graduating class of 2016 has begun. So far we have awarded 16 Presidential Scholarships and 27 Board of Trustees Scholarships. Scholarship applications for the 2016-17 academic year continue to be accepted.

We have several financial aid nights at area high schools that begin this month. They are scheduled with help from the Admissions Office and involve either FAFSA filing with families, a power point presentation or a combination of the two depending on what is requested by the school.

2015-16 Update:

To date we have received 5,291 FAFSA applications for potential students.

Financial Aid awards for the 2015-16 academic year are as follows (spring semester disbursement occurs in February):

|                            | <b>2015-16 Aid</b> |
|----------------------------|--------------------|
| Federal Pell Grants        | \$2,777,891        |
| Direct Loan Program        | \$1,534,621        |
| TIP                        | \$331,512          |
| Institutional Scholarships | \$253,854          |
| Foundation Scholarships    | \$98,993           |
| Work Study Programs        | \$35,566           |
| Other types of aid:        | \$225,268          |
|                            |                    |

|   |             |
|---|-------------|
| Total 2015-16 Aid Disbursed/Authorized (to date): | \$5,257,705 |
|---|-------------|

### **Marketing Services**

#### Campaigns, Events, and Promotions

- Spring Community Education Workshop Promotion
- Lake Michigan College Foundation, Campaign for Tomorrow
- *Real College* Bowl Game TV Campaign
- *Real College* Star Wars Cinema Campaign
- First Robotics Kick-off, January 9
- Men are From Mars, Women are From Venus, January 15

#### Upcoming Events

- Martin Luther King Breakfast, January 18
- Heidi Chronicles, Performing Arts Production Promotion, January 21
- Chris Bathgate, January 22
- Winter Delights, Saturday January 23
- Michigan Vs. The World, AVA Evaluation & Reception, February 5
- Saturday Night Fever, February 5
- Spring Open House at Napier Campus, February 27
- Fine Arts Festival, March 30
- Mayhem in the Mitten, Fundraiser for Hospitality & Culinary Club, April 22

#### Projects-In-Progress

- LMC Brand Guide Development
- LMC Fall Recruitment Display and Materials Redesign
- Fall 2016 Priority Academic Programs Marketing Plans
- Honors Program Promotion
- Allegan Student Recruitment and Marketing
- Bertrand Crossing Campus Multimedia marketing plan
- South Haven Campus Multimedia marketing plan
- Athletics Recruitment Marketing Redesign
- Employer Services Marketing Package
- *Navigate* Community Newsletter (evolution from Campaign Insider)
- *Chronicle* Employee Newsletter Redesign
- Website Improvements Phase II
- Customer Relationship Management System Redesign
- Marketing Services Intranet site & digital publications library

#### LMC Publicity

- November 19 – January 13 (Articles are available through The Chronicle employee newsletter)
- Moody on the Market: There's a madrigal feast in your future
- HP In Brief: LMC sets Niles campus open house
- HP In Brief: LMC men's hoops tops Hope JV 79-55
- HP: Jeremy Burleson to leave SHHS to join LMC SH as director of academics and early college program
- WSJM In the Spotlight: Madrigal Feast (interview with Mike Nadolski and John Owens)

- HP In Brief: LMC men beat Don Bosco Prep
- WSJM "The Coaches": Interviews with Doug Schaffer and Jason Cooper (starts at 35:00)
- HP: LMC selects new president
- Holland Sentinel: LMC welcomes new president
- WSJM: LMC names new president
- Moody on the Market: LMC selects new president
- Niles Daily Star: LMC names new president
- SB Tribune: LMC names Spielvogel as new college president
- Grand Rapids Business Journal: West Michigan colleges open doors for international students
- HP: LMC volunteers cook turkeys for Soup Kitchen Thanksgiving
- HP In Brief: LMC men's hoops beats Andrews 68-58
- Niles Daily Star: Niles man to play in LMC recital
- Holland Sentinel: Lake Michigan College to offer spring classes at Allegan tech center
- HP In Brief: LMC men's hoops tops Siena Heights
- HP: Ending his tenure on a high note - LMC, Gov. Snyder praise soon-to-leave Harrison
- Moody on the Market: LMC entry tabbed Harrison Blvd.
- HP In Brief: LMC men's hoops falls in overtime
- HP In Brief: LMC men's hoops loses at St. Clair County CC
- HP Athlete Spotlight: Buchanan senior plans to attend LMC
- Moody on the Market: \$50k boost for the Hanson Tech Center
- WTVB (Coldwater): BACC team finishes second in regional chili cook-off
- HP: LMC gets big boost
- Moody on the Market: Pscholka lands millions for LMC
- WSJM: LMC gets state help with renovation project
- Y 97.5 Country: LMC gets state funding for renovations (video)
- Lansing Chamber: LMC alum is promoted to principal at CPA firm
- HP: LMC receives grant for new tech center
- HP: LMC announces donation from Bosch
- Moody on the Market: Former LMC trustee Mary Dill dies
- Harbor Country News: LRSB approves the distribution of \$3.87 million in Four Winds payments
- WSJM: Lake Michigan College President Prepares To Step Down
- Northwest Herald: MCC board approves contract for Dr. Clinton Gabbard
- Niles Daily Star: LMC Mathletes among the best in the region
- Elwood City Ledger: Jennifer Spielvogel named president of Lake Michigan College
- Niles Daily Star: LMC offering education workshops this spring
- HP: Top 10 stories of 2015 - #10 LMC's big year
- HP: A tough act to follow - LMC president leaves on strong note
- HP: High schoolers compete in chili cook-off
- HP: LMC vep to lead a community college in Illinois
- HP: LMC basketball teams both need extra time to sweep Ancilla College
- Moody on the Market: WINE, WINTER & MORE HEADED TO LMC
- SB Tribune: Bathgate plays Mendel Center
- Holland Sentinel: Lake Michigan College announces spring 2016 community education workshop schedule
- Benton Spirit: LMC Announces Donation From Bosch
- HP: Spielvogel's sense of know - Educated guesses not good enough for new LMC president
- Elwood City Ledger: Jennifer Spielvogel named president of Lake Michigan College

- HP In Brief: LMC men's basketball falls to Jackson
- HP: LMC to kick off robotics challenge
- HP In Brief: LMC Mathletes place among best in region
- HP: Robotics teams get medieval
- HP In Brief: LMC men's hoops falls to top-ranked Lansing
- HP: LMC student in Athlete Spotlight
- HP: LMC student crowned Miss South Haven
- WNDU: Students building robots to compete in F.I.R.S.T. robotics competition (video)
- WWMT: FIRST Robotics Challenge kick-off at Lake Michigan College
- WSJM: Spielvogel Settling In As LMC President
- Harbor Country News: Lake Michigan College in line for \$17 million of renovation work
- Community College Daily: Newsmakers
- mLive: Students excel in business challenge

### **Student Life**

January 12

Sponsored a Tasty Tuesday event; students had a warm snack and enjoyed music.

January 15

A "Red Hawk Pride Day" event was held for the women's basketball team. The event was well attended and students received a "Red Hawk Pride" t-shirt for attending the event.

January 18

Sponsored MLK Day of Service project during the college's annual MLK Breakfast. At the event participants made over 200 bags of dried bean soup (including spices) and rice for area food pantries. Participants of the breakfast were able to assemble dried bean soup and rice packets before and/or after the breakfast. A Martin Luther King Jr. student speaker competition was held at the end of the Fall semester. Three student speeches were selected and then presented at the MLK Breakfast. The students whose speeches were presented were: *Rolando Hernandez*, *Lionel Kanyowa*, and *Anna Silcox*.

January 20

Club Rush was held. This was a great opportunity for new and returning students to learn about club opportunities on campus.

January 27

A "Red Hawk Pride Day" event was held for the men's basketball team. The event was very well attended and students that attended received a "Red Hawk Pride" t-shirt. The Office of Student Life also sponsored a Wacky Wednesday event. At the event students could "play" on a giant inflatable obstacle course, compete on a bungee run and/or play a full-court press game.

### **EOC (Educational Opportunity Center)**

During the Month of January the EOC will focus on helping students complete their FAFSA applications for Spring Semester and assist students with their educational needs. In January the EOC will be involved with a financial literacy night with the 21<sup>st</sup> Century Afterschool program at Benton Harbor; we will assist the adults/parents on their educational paths and link them with GED services or college assistance.

The EOC continues to hold presentations at the Michigan Works programs in the tri-county area; Berrien County Jail; Bridge Academy; KPEP; Allegan Jail; Benton Harbor Street Ministry; Heartland Alliance; Benton Harbor Housing; Allegan Jail; Dunebrook; Work One-South Bend; AK Smith; Niles GED site; Berrien/Cass/Van Buren Transitional meetings; Westville Correctional Facility; Grace Learning Center, Keys To Hope; Goodwill and YMCA in South Bend, IN and Indiana State Prison. The EOC has added a second site to the Indiana State Prison Re-entry program and will continue to build new sites.

The EOC is preparing for our next grant cycle, the RFP (Request for Proposal) looks to be slated for the next month and the goal for submission is to be in March.

During the 2015/2016 fiscal year the EOC has served 54 LMC students to date.

### Student Support Services

| <b>Program</b>                             | <b># of LMC Students</b> | <b># of Non-LMC Students</b> |
|--|--------------------------|------------------------------|
| <b>TRiO Student Support Services (SSS)</b> | 168                      | 0                            |

In December, Student Support Services participants and staff collected and delivered stuffed animals, hats, gloves, and personal care products to support families staying at Emergency Shelter Services over the holidays.

Study Skills practice and information are offered each semester to aid participants in general achievement both in and out of the classroom. The week of January 25-29 skills delivery will focus on 'Math Resources – Using the TI83-84 Calculator and Scholarship Essay Writing'.

### Upward Bound (UB)

UB Academic Advancement Services (AAS) resumed on Tuesday, January 4, following winter break.

UB scholars attended Saturday College Prep (SCP) on January 9. The SCP session continued to concentrate on standardized testing strategies, especially writing and critical thinking skills. Financial and economic literacy will focus on personal finance: checking account, debit card, overdraft fees, simple interest, etc.

On Saturday, January 23, UB scholars and staff traveled to the Notre Dame DeBartolo Performing Arts Center and enjoyed the Camille A. Brown and Dancers performance. The choreographer is an award-winner, known for highly theatrical and bold performances. This performance was hypnotic.

## **FINANCE REPORT**

Finance Report as of December 31, 2015

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## Finance Report – As of December 31, 2015

### Revenues, Expenses & Net Assets

**Revenue:** Total general fund revenue of \$19.9 million is \$392,000 above budget and \$812,000 ahead of the same period last year.

- **Tuition & Fees, Net** of \$5.3 million includes revenue from all Summer 2 and Fall enrollments. The total is \$106,000 below budget and \$51,000 below same period last year due to overall billing hours coming in 2.4% below budget for Fall term; off this total, traditional student billing hours were down 7% offset by gains in direct credit and middle college.
- **Non-Credit Tuition** of \$124,000 is \$75,000 above budget and \$80,000 higher than last year. The majority of non-credit tuition is generated by Workforce Training & Development (WTD), with Community Education making up the difference. The increase in WTD is in business, manufacturing, and miscellaneous offerings, and is being driven by increased local employer demand for customized training in such areas as Industrial Technology Skills (e.g., CNC, Welding, Geometric Dimensioning & Tolerance.)
- Administrative revenue from **Grants & Contracts** of \$47,000 is \$16,000 below budget due to delays in processing certain Federal Work Study funds.
- **Auxiliary Operations, Net** of \$9,000 represents the net financial results of the College's auxiliary operations (i.e., Beckwith Hall, Mainstage Theater, Conference & Event Services). All auxiliary operations have outperformed budget year-to-date, including Beckwith Hall, which had Fall occupancy of greater than expected.
- **Other Operating Revenue** includes miscellaneous fees and charges; these revenues are above budget primarily due to strong ticket sales at student productions.
- **Appropriations** are paid by the State of Michigan monthly in 11 equal installments from October through August each year, with the July and August payments accrued as receivable annually at June 30.
- **Property Tax** revenue of \$12.5 million is \$123,000 ahead of budget and \$571,000 higher than last year. Property tax revenue is recognized when received; therefore, the timing of receipt of payments causes monthly fluctuations between budget and actual. In addition to these fluctuations, Renaissance Zone reimbursement received from the State of Michigan contributed to the gain on budget by \$45,000.
- **Gifts & Donations** includes cash and non-cash receipts from the Foundation in support of College programs, and are on budget.
- **Interest Income** includes interest earned on the College's checking account (.1% per annum), its 1-year certificate of deposit (.45% per annum), and on a note receivable from LM Vintners, Inc. (6% per annum.)

- **Other Non-Operating Revenue** of \$168,000 includes bookstore commissions, Central Duplicating revenues, rental income, athletic fundraising, and miscellaneous non-operating revenues.

**Expenses:** Total general fund expenses of \$15 million are \$509,000 under budget and \$85,000 higher than last year. Budget to actual comparisons are shown below.

|   | <b>Actual<br/>YTD</b> | <b>Budget<br/>YTD</b> | <b>Actual Over<br/>(Under) Budget</b> |            |
|---|-----------------------|-----------------------|---------------------------------------|------------|
| <b>Labor Costs</b>                        | \$ 6,877,000          | \$ 7,138,000          | \$ (261,000)                          | -4%        |
| <b>Benefits</b>                           | 3,095,000             | 3,073,000             | 22,000                                | 1%         |
| <b>Professional Services</b>              | 1,110,000             | 1,126,000             | (16,000)                              | -1%        |
| <b>Supplies &amp; Materials</b>           | 457,000               | 419,000               | 38,000                                | 9%         |
| <b>Travel, Communication, &amp; Other</b> | 676,000               | 762,000               | (86,000)                              | -11%       |
| <b>Rent, Utilities, &amp; Insurance</b>   | 565,000               | 546,000               | 19,000                                | 3%         |
| <b>Minor Capital</b>                      | 12,000                | 116,000               | (104,000)                             | -90%       |
| <b>Interest Expense</b>                   | 365,000               | 364,000               | 1,000                                 | 0%         |
| <b>Depreciation Expense</b>               | 1,844,000             | 1,969,000             | (125,000)                             | -6%        |
| <b>Gain/Loss on Asset Disposals</b>       | 3,000                 | -                     | 3,000                                 | 0%         |
|   | <u>\$ 15,004,000</u>  | <u>\$ 15,513,000</u>  | <u>\$ (509,000)</u>                   | <u>-3%</u> |

Compared to budget, several expense categories are noteworthy:

- **Labor Costs** are below budget due to lower than anticipated adjunct faculty costs coupled with savings from normal employee turnover.
- **Minor Capital** is under budget due to currently unexpended funding from Perkins for classroom equipment and fewer expenditures for building repairs than budgeted. Expenditure of Perkins funding will likely occur in March.
- **Depreciation Expense** will approach budget as capital projects are completed during the fiscal year and placed into service.

**Transfers** include capital assets purchased by grants that have reverted to the College; these are not budgeted due to the uncertain nature of grant purchases from year to year.

**Net Assets:** The change in net assets (net income or loss) is positive year to date; this net income, however, will decrease for the remainder of the fiscal year as expenses are continued to be incurred.

|                     | <b>Actual<br/>YTD</b> | <b>Budget<br/>YTD</b> | <b>Actual Over<br/>(Under)<br/>Budget</b> | <b>Prior<br/>YTD</b> | <b>Actual Over<br/>(Under)<br/>Prior YTD</b> |
|---------------------|-----------------------|-----------------------|---|----------------------|--|
| <b>+ Revenues</b>   | \$ 19,851,000         | \$ 19,460,000         | \$ 391,000                                | \$ 19,039,000        | \$ 812,000                                   |
| <b>- Expenses</b>   | \$ (15,004,000)       | \$ (15,513,000)       | \$ (509,000)                              | \$ (14,918,000)      | \$ 86,000                                    |
| <b>= Net Income</b> | <u>\$ 4,847,000</u>   | <u>\$ 3,947,000</u>   | <u>\$ 900,000</u>                         | <u>\$ 4,121,000</u>  | <u>\$ 726,000</u>                            |

**Balance Sheet**

|                                | <b>General Fund</b><br><b><u>12/31/15</u></b> | <b>General Fund</b><br><b><u>12/31/14</u></b> | <b><u>Change</u></b>     |                   |
|--------------------------------|---|---|--------------------------|-------------------|
| Cash & Investments             | <b>\$ 22,098,000</b>                          | \$ 21,713,000                                 | \$ 385,000               | 2%                |
| Accounts Receivable, Net       | <b>745,000</b>                                | 449,000                                       | 296,000                  | 66%               |
| Prepaid Expenses & Other       | <b>206,000</b>                                | 218,000                                       | (12,000)                 | -6%               |
| Non-Current Assets             | <b>704,000</b>                                | -   | 704,000                  | 100%              |
| Fixed Assets, Gross            | <b>101,036,000</b>                            | 99,535,000                                    | 1,501,000                | 2%                |
| Accumulated Depreciation       | <b>(47,586,000)</b>                           | (45,577,000)                                  | (2,009,000)              | 4%                |
| Total Assets                   | <b><u>\$ 77,203,000</u></b>                   | <b><u>\$ 76,338,000</u></b>                   | <b><u>\$ 865,000</u></b> | <b><u>1%</u></b>  |
| Accounts Payable               | <b>\$ 1,004,000</b>                           | \$ 713,000                                    | \$ 291,000               | 41%               |
| Accrued Liabilities            | <b>2,963,000</b>                              | 3,059,000                                     | (96,000)                 | -3%               |
| Deferred Revenues              | <b>1,012,000</b>                              | 937,000                                       | 75,000                   | 8%                |
| Debt                           | <b>19,506,000</b>                             | 19,924,000                                    | (418,000)                | -2%               |
| Total Liabilities              | <b><u>24,485,000</u></b>                      | <b><u>24,633,000</u></b>                      | <b><u>(148,000)</u></b>  | <b><u>-1%</u></b> |
| Net Assets                     | <b>52,718,000</b>                             | 51,705,000                                    | 1,013,000                | 2%                |
| Total Liabilities & Net Assets | <b><u>\$ 77,203,000</u></b>                   | <b><u>\$ 76,338,000</u></b>                   | <b><u>\$ 865,000</u></b> | <b><u>1%</u></b>  |

All balance sheet accounts are consistent with expectations.

Note that the accounting required under Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions* ("GASB 68"), adopted as of June 30, 2015, is reported only at year end and not included in the College's monthly financial statements.

**Lake Michigan College**  
**Balance Sheet**  
**December 31, 2015**

**Assets**

Cash & Cash Equivalents  
Short-Term Investments  
Cash & Investments  
  
Trade Receivables  
Governmental Receivables  
Due From (To) Related Parties  
Accounts Receivable, Net of Allowance  
  
Other Current Assets  
  
**Total Current Assets**  
  
Net Property Plan and Equipment  
  
Other Long Term Assets  
  
**Total Non-Current Assets**  
  
**Total Assets**

| December 31, 2015 |             |               |
|-------------------|-------------|---------------|
| General Operating | Restricted  | Total         |
| \$ 17,025,506     | \$ (48,017) | \$ 16,977,489 |
| 5,072,790         | -           | 5,072,790     |
| 22,098,296        | (48,017)    | 22,050,279    |
| 418,453           | -           | 418,453       |
| -                 | 84,113      | 84,113        |
| 326,297           | 177,066     | 503,363       |
| 744,750           | 261,179     | 1,005,929     |
| 205,762           | -           | 205,762       |
| 23,048,808        | 213,162     | 23,261,970    |
| 53,449,623        | -           | 53,449,623    |
| 704,208           | -           | 704,208       |
| 54,153,831        | -           | 54,153,831    |
| \$ 77,202,639     | \$ 213,162  | \$ 77,415,801 |

| December 31, 2014 |            |               |
|-------------------|------------|---------------|
| General Operating | Restricted | Total         |
| \$ 16,656,286     | \$ 186,508 | \$ 16,842,794 |
| 5,056,807         | -          | 5,056,807     |
| 21,713,094        | 186,508    | 21,899,602    |
| 316,660           | 44         | 316,704       |
| -                 | 66,428     | 66,428        |
| 132,385           | 6,311      | 138,696       |
| 449,045           | 72,783     | 521,828       |
| 217,904           | -          | 217,904       |
| 22,380,043        | 259,291    | 22,639,334    |
| 53,958,224        | -          | 53,958,224    |
| -                 | -          | -             |
| 53,958,224        | -          | 53,958,224    |
| \$ 76,338,267     | \$ 259,291 | \$ 76,597,558 |

**Lake Michigan College**  
**Balance Sheet**  
**December 31, 2015**

**Liabilities and Net Assets**

|   | December 31, 2015    |                   |                      |
|---|----------------------|-------------------|----------------------|
|   | General Operating    | Restricted        | Total                |
| Accounts Payable                        | 1,004,614            | 6,669             | 1,011,283            |
| Accrued Wages & Benefits                | 2,254,383            | 42,496            | 2,296,878            |
| Accrued Other                           | 521,574              | -                 | 521,574              |
| Accrued Liabilities                     | 2,775,956            | 42,496            | 2,818,452            |
| Other Current Liabilities               | 186,545              | 136,222           | 322,767              |
| Current Portion of Long-Term Debt       | 418,869              | -                 | 418,869              |
| Deferred Revenue - Auxiliary            | 86,997               | -                 | 86,997               |
| Deferred Revenue - Tuition              | 924,615              | 28,179            | 952,794              |
| Deferred Revenue                        | 1,011,612            | 28,179            | 1,039,791            |
| <b>Total Current Liabilities</b>        | <b>5,397,597</b>     | <b>213,565</b>    | <b>5,611,162</b>     |
| Non-Current Liabilities                 | 19,087,080           | -                 | 19,087,080           |
| <b>Total Liabilities</b>                | <b>24,484,677</b>    | <b>213,565</b>    | <b>24,698,241</b>    |
| Net Assets, Beginning                   | 47,870,480           | -                 | 47,870,480           |
| + Net Income                            | 4,847,482            | (403)             | 4,847,080            |
| <b>Net Assets</b>                       | <b>52,717,962</b>    | <b>(403)</b>      | <b>52,717,560</b>    |
| <b>Total Liabilities and Net Assets</b> | <b>\$ 77,202,639</b> | <b>\$ 213,162</b> | <b>\$ 77,415,801</b> |

|   | December 31, 2014    |                   |                      |
|---|----------------------|-------------------|----------------------|
|   | General Operating    | Restricted        | Total                |
| Accounts Payable                        | 713,658              | -                 | 713,658              |
| Accrued Wages & Benefits                | 2,290,058            | 52,078            | 2,342,136            |
| Accrued Other                           | 666,110              | -                 | 666,110              |
| Accrued Liabilities                     | 2,956,168            | 52,078            | 3,008,246            |
| Other Current Liabilities               | 102,769              | 101,023           | 203,792              |
| Current Portion of Long-Term Debt       | 366,804              | -                 | 366,804              |
| Deferred Revenue - Auxiliary            | 127,028              | -                 | 127,028              |
| Deferred Revenue - Tuition              | 810,196              | 115,924           | 926,120              |
| Deferred Revenue                        | 937,224              | 115,924           | 1,053,148            |
| <b>Total Current Liabilities</b>        | <b>5,076,623</b>     | <b>269,025</b>    | <b>5,345,648</b>     |
| Non-Current Liabilities                 | 19,556,944           | -                 | 19,556,944           |
| <b>Total Liabilities</b>                | <b>24,633,567</b>    | <b>269,025</b>    | <b>24,902,592</b>    |
| Net Assets, Beginning                   | 47,583,700           | (0)               | 47,583,700           |
| + Net Income                            | 4,121,000            | (9,734)           | 4,111,266            |
| <b>Net Assets</b>                       | <b>51,704,700</b>    | <b>(9,734)</b>    | <b>51,694,966</b>    |
| <b>Total Liabilities and Net Assets</b> | <b>\$ 76,338,267</b> | <b>\$ 259,291</b> | <b>\$ 76,597,558</b> |

Lake Michigan College  
Statement of Revenue & Expenses  
General Fund Only  
December 31, 2015

**Revenue**

Tuition & Fee Revenue, Gross  
Bad Debt  
Scholarships & Waivers  
**Tuition & Fee Revenue, Net**  
  
Workforce Training & Development  
Community Education  
**Non-Credit Tuition & Fee Revenue**  
  
**Grants and Contracts**  
  
**Auxiliary Operations, Net**  
  
**Other Operating Revenue**  
  
**Non-Operating Revenue:**  
**State Appropriations**  
**Property Taxes, Net**  
**Gifts and Donations**  
**Interest Income**  
**Other Non-Operating Revenue**  
  
**TOTAL REVENUE**

| General Operating Funds                     |                      |                      |                   |              |                      |            |                      |                      |             |
|---|----------------------|----------------------|-------------------|--------------|----------------------|------------|----------------------|----------------------|-------------|
|   | FY16                 | FY16                 | Actual Over       |              | Annual               | YTD %      | FY15                 | FY15                 | PYTD %      |
|   | ACTUAL YTD           | BUDGET YTD           | (Under)           | Budget       | Budget *             | of Budget  | ACTUAL YTD           | TOTAL YEAR           | of PY       |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| \$  | 5,510,180            | \$ 5,620,971         | \$ (111,000)      | -2%          | \$ 11,437,063        | 48%        | \$ 5,595,740         | \$ 11,381,057        | 49%         |
|   | -                    | -                    | -                 | -            | (252,500)            | 0%         | -                    | (188,884)            | 0%          |
|   | (249,850)            | (254,817)            | 5,000             | -2%          | (532,600)            | 47%        | (284,539)            | (555,690)            | 51%         |
| <b>Tuition &amp; Fee Revenue, Net</b>       | <b>5,260,330</b>     | <b>5,366,154</b>     | <b>(106,000)</b>  | <b>-2%</b>   | <b>10,651,963</b>    | <b>49%</b> | <b>5,311,201</b>     | <b>10,636,483</b>    | <b>50%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
|   | 112,908              | 43,607               | 69,000            | 158%         | 118,160              | 96%        | 33,579               | 109,706              | 31%         |
|   | 11,176               | 5,720                | 5,000             | 87%          | 22,980               | 49%        | 10,192               | 21,596               | 47%         |
| <b>Non-Credit Tuition &amp; Fee Revenue</b> | <b>124,084</b>       | <b>49,327</b>        | <b>75,000</b>     | <b>152%</b>  | <b>141,140</b>       | <b>88%</b> | <b>43,771</b>        | <b>131,302</b>       | <b>33%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Grants and Contracts</b>                 | <b>46,520</b>        | <b>62,181</b>        | <b>(16,000)</b>   | <b>-26%</b>  | <b>120,000</b>       | <b>39%</b> | <b>66,846</b>        | <b>125,910</b>       | <b>53%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Auxiliary Operations, Net</b>            | <b>8,551</b>         | <b>(291,597)</b>     | <b>300,000</b>    | <b>-103%</b> | <b>(549,549)</b>     | <b>-2%</b> | <b>(201,520)</b>     | <b>(64,857)</b>      | <b>311%</b> |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Other Operating Revenue</b>              | <b>43,466</b>        | <b>35,256</b>        | <b>8,000</b>      | <b>23%</b>   | <b>81,688</b>        | <b>53%</b> | <b>51,474</b>        | <b>101,735</b>       | <b>51%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Non-Operating Revenue:</b>               |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>State Appropriations</b>                 | <b>1,685,224</b>     | <b>1,684,428</b>     | <b>1,000</b>      | <b>0%</b>    | <b>5,622,472</b>     | <b>30%</b> | <b>1,658,555</b>     | <b>6,023,192</b>     | <b>28%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Property Taxes, Net</b>                  | <b>12,477,567</b>    | <b>12,354,771</b>    | <b>123,000</b>    | <b>1%</b>    | <b>15,385,711</b>    | <b>81%</b> | <b>11,906,133</b>    | <b>15,157,347</b>    | <b>79%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Gifts and Donations</b>                  | <b>12,940</b>        | <b>15,313</b>        | <b>(2,000)</b>    | <b>-13%</b>  | <b>15,313</b>        | <b>85%</b> | <b>49,755</b>        | <b>50,454</b>        | <b>99%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Interest Income</b>                      | <b>24,792</b>        | <b>33,072</b>        | <b>(8,000)</b>    | <b>-24%</b>  | <b>66,147</b>        | <b>37%</b> | <b>11,105</b>        | <b>46,496</b>        | <b>24%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>Other Non-Operating Revenue</b>          | <b>167,878</b>       | <b>150,654</b>       | <b>17,000</b>     | <b>11%</b>   | <b>314,679</b>       | <b>53%</b> | <b>142,137</b>       | <b>351,190</b>       | <b>40%</b>  |
|   |                      |                      |                   |              |                      |            |                      |                      |             |
| <b>TOTAL REVENUE</b>                        | <b>\$ 19,851,353</b> | <b>\$ 19,459,559</b> | <b>\$ 392,000</b> | <b>2%</b>    | <b>\$ 31,849,564</b> | <b>62%</b> | <b>\$ 19,039,457</b> | <b>\$ 32,559,253</b> | <b>58%</b>  |

Lake Michigan College  
Statement of Revenue & Expenses  
General Fund Only  
December 31, 2015

Expenses

Salaries & Wages  
Benefits  
Professional services  
Supplies and Materials  
Travel, Communications, & Other  
Rent, Utilities, & Insurance  
Minor Capital  
Interest Expense  
Depreciation & Amortization  
Gain/Loss on Asset Disposals & Relocation Costs  
  
**TOTAL EXPENSES**  
Transfers  
**Total Expenses & Transfers**

**NET INCOME (LOSS)**

| General Operating Funds               |                      |                      |                               |            |                     |                    |                      |                      |                 |
|---------------------------------------|----------------------|----------------------|-------------------------------|------------|---------------------|--------------------|----------------------|----------------------|-----------------|
|                                       | FY16<br>ACTUAL YTD   | FY16<br>BUDGET YTD   | Actual Over<br>(Under) Budget |            | Annual<br>Budget *  | YTD %<br>of Budget | FY15<br>ACTUAL YTD   | FY15<br>TOTAL YEAR   | PYTD %<br>of PY |
|                                       | \$ 6,877,474         | \$ 7,137,566         | \$ (260,000)                  | -4%        | \$ 13,985,452       | 49%                | \$ 6,973,220         | \$ 14,098,089        | 49%             |
|                                       | 3,095,457            | 3,072,725            | 23,000                        | 1%         | 6,830,773           | 45%                | 2,926,707            | 6,368,284            | 46%             |
|                                       | 1,109,543            | 1,126,058            | (17,000)                      | -2%        | 2,536,979           | 44%                | 1,169,459            | 2,407,358            | 49%             |
|                                       | 456,824              | 419,144              | 38,000                        | 9%         | 892,322             | 51%                | 498,813              | 1,010,304            | 49%             |
|                                       | 676,210              | 761,606              | (85,000)                      | -11%       | 1,467,937           | 46%                | 709,542              | 1,329,233            | 53%             |
|                                       | 564,749              | 546,875              | 18,000                        | 3%         | 1,240,890           | 46%                | 497,799              | 1,113,208            | 45%             |
|                                       | 11,548               | 116,177              | (105,000)                     | -90%       | 193,238             | 6%                 | 72,011               | 97,806               | 74%             |
|                                       | 365,047              | 364,350              | 1,000                         | 0%         | 728,706             | 50%                | 365,895              | 730,680              | 50%             |
|                                       | 1,844,113            | 1,968,504            | (124,000)                     | -6%        | 3,937,000           | 47%                | 1,698,619            | 3,742,436            | 45%             |
|                                       | 2,906                | -                    | 3,000                         | -          | -                   | -                  | 6,391                | 1,862,473            | 0%              |
| <b>TOTAL EXPENSES</b>                 | <b>15,003,871</b>    | <b>15,513,005</b>    | <b>(509,000)</b>              | <b>-3%</b> | <b>31,813,297</b>   | <b>47%</b>         | <b>14,918,457</b>    | <b>32,759,872</b>    | <b>46%</b>      |
| Transfers                             | -                    | -                    | -                             | -          | -                   | -                  | -                    | 260,389              | 0%              |
| <b>Total Expenses &amp; Transfers</b> | <b>\$ 15,003,871</b> | <b>\$ 15,513,005</b> | <b>\$ (509,000)</b>           | <b>-3%</b> | <b>\$31,813,297</b> | <b>47%</b>         | <b>\$ 14,918,457</b> | <b>\$ 33,020,260</b> | <b>45%</b>      |
| <b>NET INCOME (LOSS)</b>              | <b>\$ 4,847,482</b>  | <b>\$ 3,946,554</b>  | <b>\$ 901,000</b>             | <b>23%</b> | <b>\$ 36,267</b>    | <b>13366%</b>      | <b>\$ 4,121,000</b>  | <b>\$ (461,008)</b>  | <b>-894%</b>    |

\* Board approved budget as adjusted for revisions

**Lake Michigan College  
Statement of Cash Flows  
December 31, 2015**

**Operating Activities:**

|  |                  |
|--|------------------|
| Increase (Decrease) in Net Assets ("Net Income or Loss")   | \$ 4,847,000     |
| Non-Cash Changes - Depreciation                            | 1,844,000        |
| Non-Cash Changes - Other                                   | 748,000          |
| Changes in Balance Sheet Accounts Generating (Using) Cash: |                  |
| Accounts Receivable  | 992,000          |
| Other Current Assets                                       | (16,000)         |
| Other Long Term Assets                                     | -                |
| Accounts Payable & Accrued Liabilities                     | (1,010,000)      |
| Deferred Revenue   | 350,000          |
| Net Cash Provided by (Used In) Operations                  | <u>7,754,000</u> |

**Investing Activities:**

|   |                    |
|---|--------------------|
| Cash Provided by (Used On) Capital Assets | <b>(3,246,000)</b> |
|---|--------------------|

**Financing Activities:**

|                                 |                  |
|---------------------------------|------------------|
| Cash Provided By (Paid On) Debt | <b>(384,000)</b> |
|---------------------------------|------------------|

|  |                  |
|--|------------------|
| <b>Net Increase (Decrease) in Cash</b> | <u>4,124,000</u> |
|--|------------------|

|                       |            |
|-----------------------|------------|
| <b>Beginning Cash</b> | 17,974,000 |
|-----------------------|------------|

|                    |                             |
|--------------------|-----------------------------|
| <b>Ending Cash</b> | <u><u>\$ 22,098,000</u></u> |
|--------------------|-----------------------------|



Lake Michigan College  
Accounts Receivable Aging Schedule  
December 31, 2015

| Current | 31-60 Days | 61-90 Days | 91+ Days | Total | % of Total | 12/31/14 | % of Total |
|---------|------------|------------|----------|-------|------------|----------|------------|
|---------|------------|------------|----------|-------|------------|----------|------------|

**Accounts Receivable Aging by Category**

|  |                |                |               |                |                |      |                |      |
|--|----------------|----------------|---------------|----------------|----------------|------|----------------|------|
| Student  | (9,200)        | -              | 3,600         | 101,300        | <b>95,700</b>  | 13%  | 100,000        | 17%  |
| Third Party & Miscellaneous                    | 408,200        | 600            | 31,100        | 53,600         | <b>493,500</b> | 67%  | 322,200        | 56%  |
| Governmental (grants, contracts, scholarships) | 84,100         | -              | -             | -              | <b>84,100</b>  | 11%  | 66,400         | 11%  |
| Mendel Center Operations                       | 65,600         | (6,000)        | -             | 7,300          | <b>66,900</b>  | 9%   | 88,700         | 15%  |
| Workforce Training & Development (WTD)         | 300            | -              | -             | 400            | <b>700</b>     | 0%   | 1,000          | 0%   |
| <b>Due From External Parties</b>               | <b>549,000</b> | <b>(5,400)</b> | <b>34,700</b> | <b>162,600</b> | <b>740,900</b> | 100% | <b>578,300</b> | 100% |
|  | 74%            | -1%            | 5%            | 22%            | 100%           |      |                |      |

**Allowance for Bad Debts - College**

**(235,900)** -32% (192,600) -33%

**Allowance for Bad Debts - Mendel Center Operations**

**(2,600)** -0.4% (2,600) -0.4%

**Accounts Receivable - Net External**

**\$ 502,400**

**\$383,100**

**Accounts Receivable - Due From Foundation**

25,200 261,700 216,400 - **503,300**

**138,600**

**Student Receivables - Year to Year Comparison**

**Student Receivables**

|                            |                   |             |                 |                   |                   |
|----------------------------|-------------------|-------------|-----------------|-------------------|-------------------|
| Total at December 31, 2015 | (9,200)           | -           | 3,600           | 101,300           | <b>95,700</b>     |
| Total at December 31, 2014 | (3,200)           | -           | 1,100           | 102,100           | <b>100,000</b>    |
| <b>Increase (Decrease)</b> | <b>\$ (6,000)</b> | <b>\$ -</b> | <b>\$ 3,000</b> | <b>\$ (1,000)</b> | <b>\$ (4,000)</b> |

**Deferred Student Receivables**

|                            |                  |
|----------------------------|------------------|
| Total at December 31, 2015 | <b>3,053,000</b> |
| Total at December 31, 2014 | <b>3,015,000</b> |
| <b>Increase (Decrease)</b> | <b>\$ 38,000</b> |

**Lake Michigan College  
Grant Revenue Detail  
December 31, 2015**

|  | <b>% of<br/>Total</b> | <b>Current<br/>Year to Date<br/>Actual</b> | <b>Prior<br/>Year to Date<br/>Actual</b> |
|--|-----------------------|--|--|
| <b>Federal Grants &amp; Contracts</b>                      |                       |  |  |
| Federal Work Study (FWS)                                   |                       | \$ 14,700                                  | \$ 70,100                                |
| Federal Supplemental Educational Opportunity Grant (FSEOG) |                       | 43,400                                     | 56,100                                   |
| Arts Midwest Touring                                       |                       | 3,600                                      | -  |
| Michigan Works   |                       | 39,900                                     | 78,300                                   |
| Perkins  |                       | 80,500                                     | 167,200                                  |
| Pell   |                       | 2,861,900                                  | 3,295,100                                |
| Trade Adjustment & Career Training (TAACCCT)               |                       | 130,500                                    | 108,100                                  |
| TRIO - Educational Opportunity Center (EOC)                |                       | 163,900                                    | 172,100                                  |
| TRIO - Student Support Services (SSS)                      |                       | 140,500                                    | 147,500                                  |
| TRIO - Upward Bound  |                       | 174,900                                    | 165,200                                  |
|  | <b>97%</b>            | <b>3,653,800</b>                           | <b>4,259,700</b>                         |
| <b>State Grants &amp; Contracts</b>                        |                       |  |  |
| Board of Nursing Scholarship                               |                       | \$ 9,000                                   | \$ -                                     |
| Children of Veterans                                       |                       | 3,400                                      | 2,000                                    |
| Fostering Futures  |                       | 1,500                                      | -  |
| Michigan Gear Up Scholarship                               |                       | -  | 2,800                                    |
| Michigan Higher Education Assistance Authority (MHEAA)     |                       | 13,000                                     | 13,500                                   |
| Michigan Nursing Scholarship                               |                       | 6,100                                      | 5,800                                    |
|  | <b>1%</b>             | <b>33,000</b>                              | <b>24,100</b>                            |
| <b>Other Grants &amp; Contracts</b>                        |                       |  |  |
| Credit When Due  |                       | \$ -                                       | \$ 6,800                                 |
| Earn & Learn   |                       | -  | 6,400                                    |
| Martin Luther King Day of Service                          |                       | -  | -  |
| Michigan Pathways to Credentials (MP2C)                    |                       | -  | 40,300                                   |
| Robotics Grant   |                       | -  | 1,300                                    |
| Start to Finish  |                       | 74,100                                     | 73,700                                   |
| Upton Foundation Grant                                     |                       | -  | -  |
|  | <b>2%</b>             | <b>74,100</b>                              | <b>128,500</b>                           |
|  | <b>100%</b>           | <b>\$ 3,760,900</b>                        | <b>\$ 4,412,300</b>                      |

## **ESTIMATED SOURCES OF REVENUE FOR 2016-2017**

**C. Resolution for Estimated Sources of Revenue for 2016-17**

**BACKGROUND**

Act 331 of the Public Acts of 1966, as amended, Section 141 states:

“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

In compliance with this section, it is necessary that the Lake Michigan College (the College) Board of Trustees (the Board) take formal action to estimate the “the amount of taxes or appropriation necessary” for the ensuing fiscal year.

The College has estimated fiscal year 2017 revenue as summarized below. These revenues are deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.

|                           | <b>Fiscal Year 2017</b> |
|---------------------------|-------------------------|
|                           | <b><u>Estimated</u></b> |
| Tuition & Fees            | \$ 10,937,000           |
| Non-Credit Tuition & Fees | \$ 141,000              |
| State Appropriations      | \$ 5,415,000            |
| Property Taxes            | \$ 16,009,000           |
| Other Revenue             | \$ 1,279,000            |
| <b>Total</b>              | <b>\$ 33,781,000</b>    |

It is not required or intended that the Board adopt a budget at this time or approve the final sources of revenue for 2016-2017 fiscal year. It is expected that the Board indicate its intention of levying the full voted 2.00 of the current voter millage, subject to such modification as might be imposed by the provision of Section 31 of the Constitution of the State of Michigan (Headlee Amendment.) The presented action item is required to meet a statutory obligation.

**ACTION**

To ensure adequate local funds for fiscal year 2016-2017, we recommend that the Board levy the full 2.00 of current all-purpose millage as voted and as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan.

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full 2.00 of current all-purpose millage as voted and as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan for an estimated amount of \$16,009,000 of property tax revenue.

I do hereby certify the official resolution of the Board of Trustees of Lake Michigan College to levy for all purposes the amount recorded in the approved minutes of said district.

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Board Secretary- Debra Johnson                      Date

## **RADDE COMMITTEE APPOINTMENT**

**B. Bernard C. Radde Distinguished Service Award Committee**

The Bernard C. Radde Distinguished Service Award is named in honor of the late Dr. Bernard C. Radde, who served as a member of the Lake Michigan College Board of Trustees for twenty-five years. It is presented annually to an individual or individuals who have advanced the cause of Lake Michigan College and higher education. Tonight, Board Chair Tomasini will appoint the Committee to select the 2016 Bernard C. Radde Award recipient.

**FOUNDATION BOARD REPRESENTATIVES RE-APPOINTMENT**



**C. College Board Reappointments to the Lake Michigan College Foundation Board of Directors**

Lake Michigan College Board Chair Tomasini will announce at tonight's meeting the re-appointment of Board of Trustees representatives to the Lake Michigan College Foundation Board of Directors for 2016-2017.