



LAKE MICHIGAN[®]
C O L L E G E

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
Napier Campus
March 22, 2016 – 6:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Setting of the Agenda
- IV. Minutes of the January 26, 2016 Regular Board Meeting
- V. Petitions and Communications from the Floor
- VI. Financial Services Report..... Ms. Kelli Hahn
- VII. President’s Report**
 - A. President’s Update Dr. Jennifer Spielvogel
 - B. Academic Services, Career and Workforce Education.....Ms. Leslie Kellogg
 - C. Academic Services, Arts and Sciences Mr. Christopher Spradlin
 - D. Regional and Community Engagement..... Ms. Barbara Craig
 - E. Students and Enrollment Management Mr. Doug Schaffer
- VIII. New Business**
 - A. Proposed FY '17 TuitionMs. Hahn
 - B. New Program Proposal – Engineering Technology Ms. Kellogg
 - C. Bernard C. Radde Award.....Ms. Mary Jo Tomasini
 - D. The Heart of Cook Grant.....Ms. Hahn
- VII. Miscellaneous
- VIII. Adjournment

Board of Trustees
Minutes of the Regular Meeting
Napier Campus
January 26, 2016

CALL TO ORDER

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:00 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

Present: Dr. Maysick, Ms. Truesdell, Mr. Small, Ms. Tomasini, Ms. Johnson

Absent: Dr. Lindley, Mr. Bergan

SETTING OF THE AGENDA

Ms. Tomasini added: New Business Item D: Contract Employee Dr. Robert Harrison

APPROVAL OF MINUTES

The minutes of the December 8, 2015 Regular Board Meeting were accepted as presented with a motion by Mr. Small, supported by Ms. Johnson.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

FINANCE REPORT

Ms. Hahn provided the Financial Services report as of December 31, 2015.

PRESIDENT'S REPORT

Dr. Spielvogel thanked the Board for the opportunity to be President of Lake Michigan College. In her first month she enjoyed the first robotics kick off, Opening Days welcoming faculty and staff to the start of a new semester, the annual Martin Luther King Jr. breakfast. She thanked Ms. Erdman for organizing this community event in which 400 people attended. Dr. Spielvogel is looking forward to students joining her and the trustees on the Lansing Legislative Day, January 27-28, to meet with our officials and to tell our story. Dr. Spielvogel expressed how she is looking forward to each experience, journey and opportunities to lead a focused team.

Business Professionals of American Conference

Dr. Ken Flowers and Jennifer Oldenburg gave a presentation on the 2016 Business Professionals of America (BPA) conference. 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.

Students Caleb Kim and Devin Gray each gave an overview of their experience in the BPA program.

Dr. Spielvogel presented Caleb and Devin with a gift from the college.

American Mathematical Association of Two Year Colleges

Professor Jim Larson gave an update on the LMC Mathletes at tonight's meeting. 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.

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.

Dr. Spielvogel congratulated the mathletes on their achievement and presented them each with a gift from the college.

ACADEMIC SERVICES REPORT

Ms. Kellogg gave an update on the sonography program and the students' testing results.

Mr. Spradlin gave an updated on the LAND writing contest winners. Student Elizabeth Banyon won the state LAND contest and will participate at the LAND conference in Grand Rapids. Professor Sara Smith was invited to accompany Elizabeth to the conference.

NEW BUSINESS

A. 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.

Fiscal Year 2017	
<u>Estimated</u>	
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
Total	<u>\$ 33,781,000</u>

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.


 Board Secretary Debra Johnson

1/26/16
 Date

ACTION

To ensure adequate local funds for fiscal year 2016-2017, it was recommended 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.

MOTION by Dr. Maysick, with support by Mr. Small to 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.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Dr. Lindley

APPROVED

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.

ACTION: Tabled until the March 22, 2016 Board of Trustees meeting.

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

Lake Michigan College Board Chair Tomasini announced at tonight’s meeting the reappointment of Board of Trustees representatives Debra Johnson and Mary Jo Tomasini to the Lake Michigan College Foundation Board of Directors for 2016-2017.

D. Contract Robert Harrison

Dr. Maysick requested that the Board issue a four-month consulting contract to Dr. Robert Harrison to assist Dr. Spielvogel in the transition between the administrations, community, and to help finalize the College’s Capital Campaign.

MOTION by Dr. Maysick, with support by Ms. Truesdell to issue a four-month consulting contract to Dr. Robert Harrison to assist Dr. Spielvogel in the transition between the administrations, community and to help finalize the College's Capital Campaign.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Dr. Lindley

APPROVED

ADJOURNMENT

MOTION by Dr. Maysick with support from Mr. Small to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:19 p.m.



Mary Jo Tomasini, Board Chair



Debra Johnson, Board Secretary

VII PRESIDENT'S REPORT

LMC Students Visit Lansing

Members of the LMC Student Senate visited the Michigan State Legislature on January 28 for the annual Michigan Community College Legislative Summit.

The students were accompanied by President Spielvogel, and Pam McVay along with LMC Board of Trustees **Mary Jo Tomasini**, **Dr. David Maysick**, and **Debra Johnson**. They had appointments with senators and representatives, and were given the opportunity to talk about Lake Michigan College.



Senator John Proos, student Quinten Hosbien, President Dr. Jennifer Spielvogel, and Trustee Dr. David Maysick

Board Chair Mary Jo Tomasini, Board Secretary Debra Johnson, student Quinten Hosbien, President Dr. Jennifer Spielvogel, State Representative Dave Pagel, student Tabitha Hudson, Pam McVay, and Trustee Dr. David Maysick



America Saves Week February 22-26

Students and employees at Lake Michigan College had the opportunity to learn about the power of saving money during America Saves Week from February 22 to 26 at the college's Napier Avenue campus.

With its "Start Small. Save Big," campaign, America Saves Week encourages individuals and families to pledge to save money, reduce debt, and build wealth by making small changes in their financial habits. Those who take the pledge received tips to help them stick to their plans and achieve their savings goals.

Dr. Spielvogel participated in the pledge along with many students during a special America Saves event that was held February 24 in the Hawk's Nest student events center. Snacks were provided, and students and employees signed up for the pledge while they shared what they were saving for through photographs that were posted to social media.



Lake Michigan College Winner's Circle Auction

On March 5, the Lake Michigan College Foundation hosted the 26th Annual Winner's Circle Benefit Auction. This year's theme was Viva Mexico. During the evening, over 540 guests bid on nearly 400 items.

Though final numbers for the event are still being collected, it is expected that approximately \$300,000 has been raised for student scholarships and the Veteran's Education Assistance Fund. With this year's total, the Winner's Circle has now raised more than \$4.4 million in funds. Since the scholarship fund's inception, more than 2,500 awards have been made to Lake Michigan College students.

In addition to item sales, 15 sponsors and 27 item patrons made gifts totaling more than \$66,000. Additionally, 14 businesses provided special consideration for a range of services and items. Notably, thanks to the Cook Nuclear Plant and Indiana Michigan Power's \$10,000 challenge gift, more than \$37,000 was raised for the Veteran's Education Assistance Fund.

The College also recognized Bob and Janine Harrison with the Winner's Circle Lifetime Achievement Award for their service to the College and community. As part of this award, the Winner's Circle will contribute \$10,000 to the Harrison Family Endowed Scholarship fund. An additional \$6,000, raised by the community, will also be added to the Harrison Family Endowed Scholarship fund.

The College extends special appreciation to this year's Executive Committee and others who put forth extraordinary effort:

Chairs: Erik & Gloria Ender

Advanced Gifts Chairs: Randy & Monika Reimers, and David Schaffer

Raffle Chairs: Tyanna Weller

Procurement Chairs: Chris & Carrie Adams, and Deborah O'Connor

Wine Grab: Janine Harrison, Heidi Peters and Lisa Welch

Members At-Large: Matt Clay, Bob Harrison, Mari Hoffmann, Anneliese Keehn, and Jim Ross.

As always, college employees, in collaboration with hundreds of community and college volunteers, worked hard to ensure the success of this year's event. People assisted in selling event and raffle tickets; procuring, moving and setting up items; securing advanced gifts; and more. In total, nearly 200 people volunteered their support.

Winner's Circle Leadership Staff: A special thank you goes to staff members who coordinated the planning and implementation of all the details of the event: Anne Erdman, Jennifer Jacobs, Mary Klemm, Tonya Martindale, Sandy Porter, Brian Roush, Jennifer Spielvogel, Rebecca Steffen, Kathy Tebell, Rita Whise and Jannette Yergeau. Also, a special "Thank You" to Charmaine Kibler and Mary Fowler for their assistance.

President's College Wide Email

On March 4, President Spielvogel sent a college-wide email to update staff and faculty:

To the LMC Community:

Happy Spring Break! I wanted to get a quick note out to you with a few updates and a huge thank you for your welcoming me to the College. Today, Friday, March 4, marks my two-month anniversary of being with you and I am as excited today as I was on Day One.

Updates

We were pleased to learn this week that the Michigan Liquor Control Commission approved the request for the Lake Michigan Vintner's winery license. This means that in the coming months, wines crafted by Wine and Viticulture Technology students, under the guidance of expert Winemaker Mike DeSchaaf, will be available for sale. Look forward to some terrific Rieslings and a delicious red blend, all from grapes grown in the Lake Michigan Shore appellation.

In addition to naming Doug Schaffer the Vice President for Students and Enrollment Management, and Barbara Craig the Vice President for Regional and Community Engagement, I have shifted the reporting line of Marketing and Communications to the Office of the President, and added Candice Elders, Director, to the President's Cabinet.

I hope you were able to attend Professional Development Day and hear Norma Tirado, Lakeland HealthCare's Vice President of Human Resources, Information Technology, Organizational Transformation, and Chief Talent and Transformation Officer. Her inspiring message about leadership, change, and employee engagement led to my forming an Employee Engagement Task Force. Watch for more information soon.

Congratulations to our women's and men's basketball teams. Both teams won their first quarter-final tournament games this week on Tuesday and Wednesday, respectively, and the women won the semi-final game Thursday afternoon in overtime. The men's team was defeated this afternoon by Muskegon, 77-72. The women's final championship game is Saturday at Delta College at 1:00.

While I continue to meet many community leaders, I also am scheduling "coffee and conversation" sessions with faculty and staff. Dates and times are below; Rebecca will send the dates as an email so you can RSVP to a time that works for you.

Dates for faculty conversations:

Tuesday	April 5	11:30 am, 3:30 pm, 5:00 pm
Wednesday	April 6	11:30 am, 5:00 pm
Thursday	April 7	11:30 am, 3:30 pm, 5:00 pm
Monday	April 25	11:30 am, 5:00 pm
Wednesday	April 27	11:30 am, 3:30 pm

Dates for staff conversations:

Wednesday	May 4	10 am, 3:30 pm
Thursday	May 5	10 am
Monday	May 9	10 am, 3:30 pm
Tuesday	May 10	10 am
Wednesday	May 18	3:30 pm
Thursday	May 19	10 am, 3:30 pm

I look forward to the discussions as we set our direction and focus for Lake Michigan College.

Finally, enjoy the break and be safe.

A handwritten signature in black ink, appearing to read "Jennifer A. Spielvogel". The signature is fluid and cursive, with the first name "Jennifer" being the most prominent.

--Jennifer

Dr. Jennifer A. Spielvogel, President

2. **INSTITUTIONAL ADVANCEMENT**

Gifts and Pledges

For reporting purposes, the following gifts have been received by the LMC Foundation during the period of January 1, 2016 through February 29, 2016:

Gifts

Alumni Association Scholarship

Total Donors: 4 Gift Total: \$60.00

Bud Timothy Rohm Memorial Scholarship – In Memory of Dr. Walter Browe

Total Donors: 4 Gift Total: \$210.00

Campaign for Tomorrow

Total Donors: 5 Gift Total: \$206,200.00

Curry Perseverance Scholarship

Total Donors: 1 Gift Total: \$1,000.00

Harrison Family Endowed Scholarship – In Honor of Dr. Bob Harrison

Total Donors: 35 Gift Total: \$3,761.00

Holiday Food Basket

Total Donors: 1 Gift Total: \$2.00

LMC Cabinet Scholarship

Total Donors: 7 Gift Total: \$700.00

Lois Wier DAR Scholarship

Total Donors: 1 Gift Total: \$300.00

Mainstage Arts Factor

Total Donors: 1 Gift Total: \$5.00

Student Success Fund for SH Students

Total Donors: 1 Gift Total: \$800.00

Swerbinsky/Valentine Memorial Scholarship

Total Donors: 1 Gift Total: \$12.00

Unrestricted

Total Donors: 1 Gift Total: \$50.00

Winner's Circle Auction

Total Donors: 108 Gift Total: \$24,390.00

Total Number of Gifts: 170 **Subtotal:** \$237,490.00
Pledges

Campaign for Tomorrow
Total Donors: 4 Pledge Total: \$23,750.00

LMC Cabinet Scholarship
Total Donors: 2 Pledge Total: \$200.00

St. Julian Winery Scholarship
Total Donors: 1 Pledge Total: \$500.00

Winner's Circle Auction
Total Donors: 5 Pledge Total: \$13,600.00

Total Number of Pledges: 12 **Subtotal:** \$38,050.00

Gifts-In-Kind

Auction
Total Donors: 91

Total Number of Gifts-In-Kind: 91

**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	\$ 275,540.00
March	
April	
May	
June	
TOTAL:	\$1,828,184.61

Donors (Jan/Feb): 273
Donors Year-to-Date: 525

Last Year-to-Date Donors: 521
Last Year-to-Date Gifts/Pledges: \$1,288,978.88

3. ADMINISTRATIVE SERVICES

January, February and March 2016 Professional Development

This spring's Professional Development calendar is focused on a wide range of learning opportunities from diversity, security, wellness, and adjunct programs. Spring programming includes:

- February 2, Sleep Disorder presented by Kayla Wisniewski, Lakeland Health
- February 9, Response to School Active Violence Incident presented by Captain Rocky Adams
- February 18, Norma Tirado-Kellenberger, Vice President of Human Resources, Lakeland Healthcare was the keynote speaker for Professional Development Day presenting Cultural Transformation. Her presentation covered changes employees encounter in business and personal life and how to achieve a positive result.
- February 23, Know the Ten Signs presented by Erin Van Groningen, Alzheimer's Association
- March 1, **Wendy Eberhardt** led a Snow Shoe Hike at the Napier Avenue Campus
- March 15, Self Defense presented by Dalia Vitkus, New Wave Kicks
- March 22, PowerPoint presented by **Christine Davis**

Hanson Technology Center

While February was a return to more typical winter weather, the building was already protected from weather permitting progress to continue unabated. Major activities included installation of the exterior metal panel system; installation of in-floor radiant piping in the Community Space area; and pouring interior slabs. Other significant activities included interior steel stud framing and hanging drywall. The interior spaces of the building are taking shape. Upcoming activities include drywall finishing, interior curtain walls and storefronts and painting. The project remains on schedule and within budget.



Hanson Technology Center: west wall facing north



Hanson Technology Center: front entrance looking from Napier Academic front entrance



Hanson Technology Center: overhead view

Safety and Security

On January 28, 2016, the College conducted an internal/external lockdown drill involving the Napier Academic Building, the Mendel Center, Beckwith Hall and Western Michigan University-Southwest. The drill scenario involved an active shooter inside the Napier Academic Building, with the other facilities going into external lockdown. The drill was coordinated by **Steve Silcox**, Director, Public Safety with the assistance of the Lake Michigan College Community Emergency Response Team. Also assisting with the exercise were the Berrien County Emergency Management/Homeland Security, Michigan State Police, Benton Charter Township Police/Fire Departments and the Berrien County Sheriff's Department. The Information Technology Department worked closely with Facilities Management in preparation for this drill by helping to activate LMC's SYN-APPS emergency notification system using ring and text messages to phones and IP clocks. Feedback from law enforcement was that the College's protocols for internal/external lockdowns were followed and the result was a very effective drill. They were especially impressed that we had over thirty classes in which faculty assisted students in locking the classrooms, turning off lights and having students position out of sight. Special thanks to the Lake Michigan College CERT team members (Community Emergency Response Team) and Facilities lockdown personnel.

On February 9, 2016, Captain Adams of the Berrien County Emergency Management/Homeland Security Department presented Response to School Active Shooter Incidents. This is an extension of a presentation being given county-wide to both businesses and K-12 school districts. His presentation was specifically tailored to higher education.

Spring Napier Avenue Campus safety and security improvements will include the installation of a street light at the northwest corner of the intersection of Napier and Yore Avenues. Facilities Management is also working with Information Technologies to install CCTV cameras on the west end of the Student Parking Lot. This will provide camera coverage for the area where Beckwith Hall residents normally park. Coincident with the installation of the cameras will be the addition of a light-head to each pole to add additional parking lot lighting in this area.

Wine and Culinary Education Center

Design activities are in progress included detailed design of the culinary portion of the project. In the field, site clearing is nearing completion. Deconstruction of the Empire Barn has been completed and the materials stored for use. Deconstruction was completed in just three days.



Barn Deconstruction: end of day 1



Barn Deconstruction: end of day 2. view from Empire Avenue



Barn Deconstruction: end of day 2, view from rear of barn looking north

Mendel Center – Upton Hall Restroom Renovation

The renovation of the Upton Hall restrooms was completed in time for the Winner’s Circle Auction. The project involved replacement of all countertop sinks and hardware.



Upton Hall Restroom Renovation prior to completion

Bookstore Update

In partnership with Athletics, the Bookstore has extended hours (including weekends) during home basketball games to provide concessionary service to teams and guests.

Student Senate is again working with the Bookstore to design the Red Hawk T-Shirt of the Year.

Thanks to support from ***Donna Maxson*** and ***James Brower***, the Bookstore has loaded initial courses into FacultyEnlight and will begin collecting fall textbook orders on March 14 - a full month ahead of last year. Early orders are critical to secure more used copies for students to rent/buy.

Child Care Update

February curriculum centered on construction. Additionally, LMC Dental students visited the children as part of Dental Health Month. The Kidzone children also staffed a bake sale in front of the Napier College Bookstore, raising \$150 for new manipulatives. The use of manipulatives provides a way for children to learn concepts in a developmentally appropriate, hands-on and an experiencing way.



Left to right: Harper, Teigan, Zoe, and Bennett

March curriculum is focusing on books. March is Reading Across America Month, with LMC faculty and staff reading to the Kidzone children. LMC Nursing students will be holding their annual Health Fair for the children on March 15. The Berrien County Health Department will also provide hearing and vision testing on March 30.

Human Resources

Payroll Report Year-to-Date

February 2016

February 2015

Payroll and Benefits

General Fund	\$13,487,988	\$13,414,568
Restricted Funds	<u>1,040,362</u>	<u>1,099,002</u>
Total Payroll and Benefits to Date:	\$14,528,350	\$14,513,570

of Employees

General Fund	340	357
Restricted Funds	<u>23</u>	<u>21</u>
Average # of Employees Paid:	363	378

Posted Positions or Positions in the Hiring Process:

Director, Financial Aid (*Replacement*)
 Human Resources Office Manager, Part-time (*Replacement*)
 Instructor, Business/Accounting (*Replacement*)
 Instructor, Culinary (*New*)
 Instructor, Nursing/Simulation and Skills Lab Coordinator (*Replacement*)
 Instructor, Political Science (*Replacement*)
 Lecturer, Biology (*New*)
 Utility, Napier Avenue Campus, Part-time (*Replacement*)

Reassignments:

Jeremy Burleson, Director, South Haven Campus
 Barbara Craig, Vice President, Regional and Community Engagement
 John Hoskins, Maintenance Technician, Part-time
 Nathan Kramb, Instructor, Welding
 Karen Osborn, Cashier/Accounting Assistant
 Jeremy Schaeffer, Director, Bertrand Crossing Campus
 Doug Schaffer, Vice President, Students and Enrollment Management

Resignations:

Emersond Jean-Baptiste, Educational Coordinator, EOC, Part-time
 John Rogers, Instructional Technology User Support Technician, South Haven, Part-time

4. ACADEMIC SERVICES, CAREER AND WORKFORCE EDUCATION

ADVANCED MANUFACTURING, ENERGY, AND INFORMATION TECHNOLOGY

Manufacturing

The Berrien Tooling Coalition (BTC) donated \$2500 to the Technologies department toward the purchase of supplies and materials.

The Department of Labor (DOL) approved a budget modification to LMC's Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant. The modification will include \$189,521 toward the purchasing of equipment for student use.

BUSINESS AND HOSPITALITY

Hospitality

The St. Joseph High School chili cook-off team, The Frosted Chilies, placed third at the St. Joe Today Chili Cook-Off on January 29. The team placed first in the LMC Chili Competition in December, which earned them a spot in the St. Joe Today competition.

HEALTH SCIENCES

Dental Assisting Program

In January, two (2) LMC Dental Assisting students successfully completed the Registered Dental Assisting examination. The exam is offered three times each year by the Michigan Department of Licensing and Regulatory Affairs and allows dental assisting students to receive licensure following completion of LMC's unique Open Entry / Open Exit program. Program pass rates are consistently in the 98th percentile.

On February 26, twenty-seven (27) dental assisting students attended the nation's largest dental conference, the Chicago Dental Society's Midwinter Meeting. This annual event allows students to familiarize themselves with continuing education opportunities and advanced dental technologies. For the fifth consecutive year, the LMC Dental Assisting Club funded the bus trip by initiating and participating in community service events, including an oral health education day in recognition of National Children's Dental Health month. Students were accompanied by adjunct instructors, **Shannon Heigle** and **Sheila Smith**, who along with **Donna Newman**, dental assisting support staff, were instrumental in planning and fundraising. Special thanks to Shannon, Sheila, and Donna for supporting such an amazing opportunity for LMC Dental students.

Sonography

Seventy-seven percent (77%) of the fall semester sonography graduates have taken and passed all of their board exams, which include Physics, Abdomen & Obstetrics, and Gynecology specialties. Ninety percent (90%) of those students who have successfully completed their credentialing exams are now employed as sonographers. Seven (7) are employed locally; one (1) student is employed in Monroe, and one (1) student is employed in Mount Vernon, Washington.

5. ACADEMIC SERVICES, ARTS AND SCIENCES

RHETORIC, COMMUNICATION, AND FOREIGN LANGUAGE

English

Dr. Janice Zervas, English faculty and Department Chair, has a poem forthcoming in the June issue of the *Bear River Review*. The poem is called "The Secret Life of Rock and Roll," written in honor of a friend who served in the Vietnam War on the Mekong Delta as a crew leader.

SOCIAL SCIENCES, HUMANITIES, CREATIVE ARTS, AND EDUCATION

Fine & Performing Arts

Director of Music **John Owens** visited the following area high schools to provide musical clinics and recruit for the LMC Music program:

- Band/percussion clinic at Niles High School on February 5
- Jazz band clinic at Edwardsburg High School on February 8
- Jazz band clinic at Lake Michigan Catholic on February 9
- Concert band clinic at Bangor High School on February 16

John Owens presented his research on (1) jazz improvisation and pedagogy and (2) informal music learning and community college students at the Michigan Music Conference in Grand Rapids on January 21 and 22. His research was presented to Michigan music educators at two sessions during the research symposium and poster sessions.

The Lake Michigan College Choir, under the direction of adjunct Music instructor **Bradley Krueger**, performed at the Martin Luther King, Jr. Breakfast. The choir sang *Precious Lord* and *I Want to Thank You, Lord*.

A Schubert Fest/Faculty Recital was held on February 17 in the Louis Deckman Studio (F117). This event featured LMC Music faculty and select students. Faculty performers were **Amanda Tew**, violin instructor; **Bradley Krueger**, vocal instructor; **Marc Churchill**, percussion instructor; **Jim Cooper**, jazz piano instructor; and **John Owens**, Director of Music. In addition, students who performed included *Lane Alsup*, voice; *Adam Peterson*, voice; *Sarah Vander Ark*, voice; and *Matthew Lowe*, bass guitar.

A Student Music Recital was held in the Louis Deckman Studio on February 23. LMC music students presented a repertoire from a variety of musical genres. Students participating included *LyDia Ford*, voice; *Masashi Sekoika*, piano; *Tristan Wright*, voice; *Kyle McNees*, saxophone; *Kayla Spratt*, violin; *Adam Peterson*, voice; and *Matthew Lowe*, guitar.

6. REGIONAL AND COMMUNITY ENGAGEMENT

The new division of regional and community engagement has the following main objectives:

1. Provide strategic leadership for the Bertrand Crossing and South Haven Campuses.
2. Provide oversight for the Early Middle College and Direct Credit operations, working collaboratively with academic and student services to ensure systems and processes are in place to deliver quality instruction and support to our early college students.
3. Ensure the College is engaged in civic, economic, commercial, and cultural organizations and projects seeking to enhance the communities the College serves, particularly in the Greater Niles and South Haven areas.
4. Coordinate with all other divisions the College's community engagement and business outreach efforts for the region.

Bertrand Crossing

The LaSalle Council of Boy Scouts of America visit the campus often. On March 10th they came for breakfast bearing gifts. The College and the campus were honored with the Good Turn and Soaring Eagle award for its commitment to education and its several collaborative ventures to promote the future success of Michiana's youth. Political science faculty member and LMC alumnus **Jim Ellis**, who has a prominent national role in the organization, coordinated the event. Brandywine superintendent Dr. John Jarpe emceed, Niles New Tech director Jerry Haltgren was the keynote speaker, and the Niles Buchanan community was introduced to **President Dr. Spielvogel** who accepted the award on behalf of the College.



If the red-spooned participants in the March 9th Buchanan Chamber Community Chili Cook-off had a cup of each of the 44 chili dishes entered, they would have consumed nearly 5lbs of chili. This year the winning Bertrand Crossing entry was Dental Assisting student *Gregrey Shanick's* mom's Bang Bang Chili. It was delicious, disappeared fast, and did a great job representing the campus at this successful fundraiser for the chamber and Toys for Tots. Early College Academy and Niles New Tech applications and

interviews were conducted Mid-March. This year 56 students from Niles, Brandywine, and Buchanan have applied and interviewed for the successful enhanced dual enrollment program. An additional 35 Niles New Tech juniors will join the same number of Niles New Tech seniors this fall. Those leaving the ECA and graduating from high school this spring are beginning to receive acceptance letters to the four year schools of their choice.

South Haven

South Haven Campus Director **Jeremy Burlison** cleverly anticipated a need voiced at the Meet the President meeting by offering extra help for students trying to overcome technical barriers. The February 19th ABC (Assistance in Basic Computing) Class returned for part two by popular demand on March 4th. Students gratefully received technical tips and encouragement

The South Haven Student Life team has been out and about at the weekend, introducing Rocky the Red Hawk to the traditionally frigid (but this year rather sunny) South Haven Ice Breaker Ice Fest where they handed out community education brochures and College info.

On March 5th students and Rocky participated in the "We Care Bridge Sit" where students were out on the streets encouraging drivers to contribute to the We Care heating assistance fund for families in need during the colder months. *Christine Stahl, Cody Willey, Alfredo Gonzalez* and *Noe Alvarez*, the students participating in these events have also been holding bake sales on campus and were able to raise a \$100 contribution to the We Care fund.



Campus and Student Life for Bertrand Crossing and South Haven

Meet the President: Student life for the semester really kicked off with Meet the President events. *Dr. Spielvogel* was able to meet individually and as a group with several interested students, faculty, and community members, who had remarkably similar questions at each campus about course offerings, campus activities, and the College's future direction.

Cross Campus Collaboration: Student leaders at each campus are reaching out to learn from and grow with each other. A trip to Napier in January was followed by a trip to Pizza Transit in Niles in February and a trip to South Haven will be forthcoming. Students are finding the intra-campus field trips to be informative and helpful in shaping the future of student life at LMC.

Tasty Tuesdays: Contrary to popular myth, students are not only interested in pizza. Bertrand students celebrated valentines with a chocolate extravaganza, South Haven with heavenly hash chocolate ice cream. Homemade gumbo arrived for Mardi Gras at Bertrand while South Haven observed March as Healthy Eating Awareness month with fruit and veggies and a yoghurt bar.

Early and Middle College Partnerships

The Berrien County Early Middle College Program has been developed as a true partnership between the Berrien Regional Education Services Agency (BRESA) and Lake Michigan College. The planning committee is led by BRESA Regional Director of Career Technical Education, Dr. Brian Pyles, **Larissa Hunt**, **Marla Clark**, **Dr. Gary Roberts**, and **Dr. Ken Flowers** and also comprises curriculum directors, principals, and counselors from throughout Berrien County. The group has followed a fast track timeline and modeled national best practices to complete the application and roll out the new program in time for students to register this fall. Information sessions held on March 3 and 8 drew over 230 people eager for more information



about how the program will allow students to complete a certificate or associate degree program at Lake Michigan College by the end of a 5th high school year. Area high school sophomores are currently completing applications, working hard to meet the entrance requirements, and having frank family conversations about the possibilities and responsibilities of the 5th year model and their suitability for it. After the selection process is complete, candidates will attend a rigorous summer boot camp, and begin their college career as high school juniors. They will attend college and high school during their junior and senior years, and in the fifth year have their classes completely on an LMC campus. The programs at Allegan and in Van Buren continue to be successful. The students in Allegan have been approached by four year schools, obviously interested in seeking out the kinds of motivated and self-directed students attracted to these programs.

7. STUDENTS AND ENROLLMENT MANAGEMENT

Athletics

The women's basketball team, led by Athletic Director **Jason Cooper**, barreled through conference ending in second place in the Michigan Athletic Association Community College Western Conference. The Lady Red Hawks, with a 26 and 5 overall record and a 13 and 3 conference record, won the NJCAA (National Junior College Athletic Association) Region XII tournament semi-final game defeating Grand Rapids Community College 77-66 in overtime. Then the Lady Red Hawks came out and finished strong in the Championship game versus conference champ Kalamazoo Valley Community College defeating them 68-65 in overtime. Head Coach, **Jason Cooper**, was named All Region Coach of the Year, with his overall record being 221-62. Freshmen *Hailey Maas* and *Kelsee Kinder* received All Tournament Team status while Sophomore *Tammy Lee* earned the Most Valuable Player Award for the tournament. This will be the fifth consecutive year making a run at the tournament. The Red Hawks head to Johnson County Community College in Overland Park, Kansas to compete for the NJCAA DII Women's Basketball Title. Their first game is against the seventh seed North Iowa Community College as the women have been placed in the tenth seed. Also, *Hailey Maas* has been named Michigan Community College Athletic Association Western Conference Freshman of the Year and Player of the Year, All-Region, and All-MCCAA (Michigan Community College Athletic Association). Freshman *Kelsee Kinder* was named third team All Conference while freshman *Shannon Dingman* and sophomore *Tammy Lee* were named Honorable Mention All-Conference. Coach **Cooper** also received his 200 win this season.

The men's basketball team, led by Head Coach **Doug Schaffer**, tied for second place in the conference along with Muskegon Community College. The Men had a conference record of 12-4 and an overall record of 23-8. Coach **Schaffer** and the Red Hawks fell short to Muskegon Community College in the semi-final game with a 77-72 loss. Sophomore *Terry Davis* was named First Team All-Conference while sophomores *Michal Bush* and *Ja'Mare Washington* were named Third Team All-Conference. Sophomore *Arsenio Arrington* was named to the Third Team All-Conference and was selected to be on the All-Defensive Team.

The baseball team led by Head Coach, **Scott Ponegalek**, has a 0-8 record during their Spring trip in Georgia. The boys are gaining the tools needed to come back and compete with their conference, which begins in late March.

The softball team, with Interim Head Coach **Melissa Grau**, headed to Tennessee to face some division I schools. Even though their record is 0-6 the ladies held their own against these strong opponents.

Advising

Advising, in collaboration with academics, is gearing up for work on the Guided Pathways initiative. We will be meeting with faculty teams to assist in the program mapping of each degree and certificate program at the college. We will in turn work with IT and the Michigan Community Colleges Online (MCO) Guided Digital Pathways initiative, led by **Randy Melton**, to make each of the plans a digital tool for students, faculty and staff to use. We will start with approximately three programs to get a feel for how intuitive the digital plan can be and work on changes as needed.

We have multiple classroom visits planned following spring break, to remind students to complete their 15-16 FAFSA and promote summer and fall registration. We are also promoting advising and early registration by holding a walk-in advising session at Beckwith Hall, shortly following the opening of fall registration. This event will be open to all students, which allows students the chance to tour Beckwith and get a feel for on campus living. For students currently living at Beckwith, it promotes early registration and allows them to secure their living arrangements for the next academic year.

Financial Aid

Our 3-year draft cohort default rate for federal student loans was released this month. The current rate is listed as 18.4% (borrowers in default) down from 25.9% a year ago. The draft rate is not the official loan default rate, but an advanced notice to schools letting us know where the rate is trending and allows us time to take action before the official rate comes out in 6 months.

We have finished scholarship offers for the high school graduating class of 2016. We have offered 18 Presidential Scholarships and 35 Board of Trustees Scholarships (same as the 2015-16 award year). LMC scholarship applications for the 2016-17 academic year continue to be accepted for all other scholarship programs.

Carol Ostyn completed a financial aid presentation to parents and students at Otsego High School on January 20 and a FAFSA completion workshop at Bangor High School on February 22. **Susan Fintze** completed a FAFSA workshop at Berrien Springs High School on February 11.

All financial aid staff volunteered Saturday February 27 for LMC’s combined Open House and FAFSA filing workshop. This event was scheduled in place of our College Goal Sunday event; we had record participation with 71 students, a total of 147 participants including family members.

2015-16 Update:

To date we have received 5,419 FAFSA applications for potential students. We will begin bringing in 2016-17 FAFSA applications in April. Financial Aid awards for the 2015-16 academic year are as follows (spring semester disbursement is ongoing):

	2015-16 Aid
Federal Pell Grants	\$5,200,805
Direct Loan Program	\$2,968,700
TIP	\$584,016
Institutional Scholarships	\$501,498
Foundation Scholarships	\$152,472
Work Study Programs	\$87,757
Other types of aid:	\$477,228
Total Disbursed/Authorized (to date):	\$9,972,476

Records/Registrar

Document Processing

Admission Applications: 355 total (89 Spring '16; 91 Summer '16; 175 Fall '16)

Graduation Applications: 181
Transcript Requests: 314
Transfer Evaluations: 37
Enrollment Verifications: 27 (in house)

Degree Works Audits

Standard Audit Review: 2,370
YTD: 6,090
What If Audits: 600
YTD: 1,598

Document Scanning

The Records Office imaging project continues to be a priority, as records staff members convert all incoming paper documents to PDF copies for storage in the electronic student filing system on a daily basis.

Student Life

March 1

Sponsored a Tasty Tuesday event. The theme of the event was healthy snacks.

March 2

In cooperation with the Music Department, sponsored an Open Mic event in the Hawk's Nest. At the event students read poetry, sang, played instruments and even danced. It was a great opportunity for students to showcase their talent.

March 3

The President's Office and the Student Life Office co-sponsored two Meet the President events. Both events were well attended and students enjoyed having the opportunity to meet Dr. Spielvogel.

March 14

The Office of Student Life and the Math Department sponsored an event for Pi Day. Students participated in a math related activity and enjoyed pie tarts.

March 16

Three LMC students were honored at the 2016 All-Michigan Academic Team luncheon in Lansing. **Pam McVay** and students *Lucas Bonek*, *Erica Espino*, and *Carolyn Jackson* attended the luncheon and celebrated their accomplishments with other nominated students from the various community colleges within Michigan. Also in attendance were LMC staff members **Becky Foster**, **Nancy Johnson** and **Dr. Spielvogel**.

March 17

Sponsored an Irish Bash in honor of St. Patrick's Day. The event was a great success and many students, faculty and staff participated.

March 17

Partnered with Celebration Cinema for an 8:00 pm showing of the movie "Allegiant". A theatre was reserved for LMC students and students purchased tickets for \$1 through the Office of Student Life. Students reported enjoying the movie as well as the reduced price of the tickets.

March 23

In partnership with the Music Department, Student Life will be sponsoring a Drum Circle event in the Hawk's Nest. Students will be encouraged to play different drums provided as well as create their own beat using everyday items like a table.

March 24

In partnership with Celebration Cinema, a theatre was reserved for an 8:00 pm showing of the movie "Batman vs. Superman" for LMC students. Students purchased tickets for \$1 through the Office of Student Life.

TRiO

EOC (Educational Opportunity Center)

During the Month of February the EOC focused on providing FAFSA/Educational workshops to assist students with their educational needs. In February, the EOC was involved with providing presentations and information to our ongoing sites/partners of the EOC and to potential students. The EOC participated in the LMC open house on February 27 with providing FAFSA assistance and information regarding the EOC program. The EOC also presented to a new group in South Bend on February 3 that consisted of many nonprofit agencies at a Healthy Babies meeting. Other FAFSA/Educational workshops were presented to Allegan Adult Education, Plainwell Adult Education, Paw Paw Adult Education, STAR Family Literacy, Goodwill of Southbend, Niles Adult Education and Keys To Hope.

During the Month of March the EOC will continue to present FAFSA/Educational workshops and assist students in enrolling for summer semester. 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 will continue to build new sites.

The EOC is preparing for our next 5 year grant cycle, the RFP was released in early February and the goal for submission is end of March, with the Federal deadline April 4.

During the 2015/2016 fiscal year the EOC has served 79 LMC students to date.

Student Support Services

Students and staff **Kacey Cole, **Nancy Johnson**, *Caitlin Root, *Patrick Sims (alumni), ***Dominic Sobieralski**, Percy Walker, **Pam Weir**, *Lauren Williams, *Ruben Zapata, Michael Boarini, ***Miranda Endres**, ***Brandon Flowers**, **Leah Kickinski**, *Juan Linares, *Samantha Meegan, Nora Sheffer, James Smith, Mallory Steffens, Joe Wells, and *Joseph Wohler* raised \$776 for Special Olympics athletes at the Polar Plunge held at the Inn at Harbor Shores. While the entire Daring Dozen team from LMC cheered them on, designated plungers who are marked above with an * were Freezin' for a Reason.

Study Skills information and practice are offered each semester to aid participants in achieving both in and out of the classroom. The week of February 8 -12 skills delivery focused on Math Resources – Using the TI83-84 Calculator and APA Formatting and Plagiarism.

Campus visits to four-year institutions expands students' knowledge of transfer options and allows them the opportunity to make valuable connections with staff, LMC alumni who have transferred to that institution, and departmental resources. Choosing a transfer college with the "best fit" is made easier through an on-campus experience. February campus visits included exploration of Siena Heights University and Western Michigan University Southwest and in March Grand Valley State University.

Student Support Services delivered targeted financial literacy programming to students during America Saves Week - February 22 -26. Online savings pledges, the opportunity to enter an "I'm Saving for...." Contest, video shorts, and social media posts informed and allowed students to interactively participate in improving their financial literacy. Improving financial literacy educates students on savings options and assists in their decision-making regarding student loan debt.

UB (Upward Bound)

In collaboration with the Benton Harbor Boys and Girls Club (B&G), 19 UB scholars and five members from the B&G Club participated in a simulated SAT on February 6. Prior to the SAT test date, students were issued SAT entrance ticket, and apprised of other SAT requirements, including a photo id, list of acceptable calculators, and arrival promptness. **Wendy Eberhardt**, UB Academic Programs Coordinator, proctored the SAT. Natalie Logan, B&G Academic Advisor, was also present for the simulated SAT, as was the other UB staff.

The SAT for UB juniors was scored the week following the SAT, and the juniors received a report indicating their composite scores and identifying areas of strengths and weaknesses. During weekly SAT Prep workshops, areas of weaknesses are being targeted in order to help juniors gain additional skills over the next few weeks, as time draws nearer to the actual test date.

Additionally, in preparation for the upcoming SAT, **Mubanga Chisulo**, UB Math Tutor, is meeting with UB juniors at Andrews University Library on Sunday afternoons, 12:00 P.M. – 2:00 P.M., to provide additional instruction in and tutoring for SAT math preparation.

During the March 5 Saturday College Prep session, **Wendy Eberhardt** met with UB freshmen and sophomores to review their practice SAT scores. They translated their SAT scores into ACT scores in order to determine their college readiness. Through researching colleges they would like to attend and the admissions requirements to those colleges, the UB scholars obtained a much clearer vision of what they could do over the next two years to improve their standardized test scores and attend the college of their choice.

UB staff hosted four parent/scholar Advocacy workshops (grades and transcripts), 5:45 P.M. – 6:30 P.M., on March 14-17. The workshops focused on how to be proactive when it

comes to championing for knowledge, understanding and accuracy of academic records, which become a part of an individual's permanent academic file.

Adrian Lee, UB Pre-College Coordinator/Advisor, met with UB juniors to begin the FAFSA process for 2017-2018, begin the application process for college admission, and have juniors sign documents, including fee waivers and post-secondary follow-up forms.

Adrian Lee revised the current UB Athletic Cohort program for implementation in fall 2016-2017. The Athletic Cohort program includes development of leadership skills, success in and out of the classroom/playing field, communication skills and volunteerism.

UB has secured instructors for the 2016 UB Summer Academic Institute (UBSAI). **Frank Stijnman**, LMC, will teach Human Anatomy; **Chuck Jordan**, LMC, will teach English/Literature; Martin McGinn, Buchanan High School, will teach mathematics; and **Mary Beller**, LMC Adjunct, will teach Spanish. All UBSAI instructors are returning instructors. The 2016 UBSAI will begin June 16 and conclude July 28. In addition to classroom instruction, UB scholars will have an opportunity to learn about gardening through the UB Garden experience.

Grant Programs/Students Served Monthly Report: March

Program	# of LMC Students	# of Non-LMC Students
Educational Opportunity Center (EOC)	79	0
Student Support Services (SSS)	187	0
Upward Bound (UB)	0	52

Finance Report as of February 29, 2016

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Finance Report – As of February 29, 2016

Revenues, Expenses & Net Assets

Revenue: Total general fund revenue of \$27.4 million is \$748,000 above budget and \$950,000 ahead of the same period last year.

- **Tuition & Fees, Net** of \$9.7 million includes revenue from Summer 2, Fall, and most Spring term enrollments. The total is \$115,000 below budget and \$47,000 below same period last year due to overall billing hours coming in approximately 5% below budget year-to-date; off this total, traditional student billing hours were down offset by gains in direct credit and middle college. Direct credit enrollments will continue to increase over the coming weeks due to staggered high school enrollment schedules.
- **Non-Credit Tuition** of \$156,000 has already exceeded the total annual budget of \$141,000 and is \$89,000 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, medical, and miscellaneous offerings, and is being driven by increased local employer demand for customized training in such areas as Supervisory Skills and Industrial Technology Skills (e.g., CNC, Welding, Geometric Dimensioning & Tolerance.)
- Administrative revenue from **Grants & Contracts** of \$70,000 is \$9,000 below budget due to delays in processing certain Federal Work Study funds.
- **Auxiliary Operations, Net** of \$273,000 represents the net financial results of the College's auxiliary operations (i.e., Beckwith Hall, Mainstage Theater, and Conference & Event Services). All auxiliary operations have outperformed budget year-to-date, including Beckwith Hall, which has had 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 \$14.1 million is \$361,000 ahead of budget and \$638,000 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. Property tax revenues are offset by collection costs, such as summer tax collection fees and board of review adjustments; these offsets were \$33,000 over budget and resulted in a reduction of revenue year-to-date of \$93,000.
- **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.) Interest on the certificate of deposit is paid annually in March.
- **Other Non-Operating Revenue** of \$215,000 includes bookstore commissions, Central Duplicating revenues, rental income, athletic fundraising, and miscellaneous non-operating revenues.

Expenses: Total general fund expenses of \$20.7 million are \$955,000 under budget and \$1.6 million lower than last year.

Actual year-to-date expense total compared to year-to-date budget totals are shown below.

	Actual YTD	Budget YTD	Actual Over (Under) Budget	
Labor Costs	\$ 9,253,000	\$ 9,700,000	\$ (447,000)	-5%
Benefits	4,670,000	4,822,000	(152,000)	-3%
Professional Services	1,456,000	1,582,000	(126,000)	-8%
Supplies & Materials	612,000	589,000	23,000	4%
Travel, Communication, & Other	992,000	956,000	36,000	4%
Rent, Utilities, & Insurance	801,000	799,000	2,000	0%
Minor Capital	33,000	142,000	(109,000)	-77%
Interest Expense	486,000	486,000	-	0%
Depreciation Expense	2,440,000	2,625,000	(185,000)	-7%
Gain/Loss on Asset Disposals	3,000	-	3,000	0%
	<u>\$ 20,746,000</u>	<u>\$ 21,701,000</u>	<u>\$ (955,000)</u>	<u>-4%</u>

Compared to budget, several expense categories are noteworthy:

- **Labor Costs** and **Benefits** are below budget due to lower than anticipated adjunct faculty costs coupled with savings from normal employee turnover.
- **Professional Services** is under budget due to lower than anticipated expenses related to legal fees and maintenance and repairs.
- **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 typically occur in March.
- **Depreciation Expense** will approach budget as capital projects are completed during the fiscal year and placed into service.

Compared to last year at this time, several expense categories are noteworthy:

- A \$1.8 million **Loss on Asset Disposal** occurred as a result of the sale of a long-lived asset in December 2014.

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 (i.e., net income or loss) is positive year-to-date; this net income, however, will decrease over the next few months as no significant tuition revenues will be recorded until May (for Summer 1 term) but expenses will continue to be incurred.

	Actual YTD	Budget YTD	Actual Over (Under) Budget	Prior YTD	Actual Over (Under) Prior YTD
+ Revenues	\$ 27,447,000	\$ 26,699,000	\$ 748,000	\$ 26,497,000	\$ 950,000
- Expenses	(20,746,000)	(21,701,000)	(955,000)	(22,310,000)	(1,564,000)
= Net Income	\$ 6,701,000	\$ 4,998,000	\$ 1,703,000	\$ 4,187,000	\$ 2,514,000

Balance Sheet

	General Fund 2/29/16	General Fund 2/28/15	Change	
Cash & Investments	\$ 20,563,000	\$ 22,290,000	\$ (1,727,000)	-8%
Accounts Receivable, Net	1,810,000	1,472,000	338,000	23%
Prepaid Expenses & Other	135,000	139,000	(4,000)	-3%
Non-Current Assets	704,000	-	704,000	100%
Fixed Assets, Gross	102,363,000	96,219,000	6,144,000	6%
Accumulated Depreciation	(48,182,000)	(44,631,000)	(3,551,000)	8%
Total Assets	\$ 77,393,000	\$ 75,489,000	\$ 1,904,000	3%
Accounts Payable	\$ 983,000	\$ 584,000	\$ 399,000	68%
Accrued Liabilities	2,890,000	3,088,000	(198,000)	-6%
Deferred Revenues	142,000	133,000	9,000	7%
Debt	19,495,000	19,913,000	(418,000)	-2%
Total Liabilities	23,510,000	23,718,000	(208,000)	-1%
Net Assets	53,883,000	51,771,000	2,112,000	4%
Total Liabilities & Net Assets	\$ 77,393,000	\$ 75,489,000	\$ 1,904,000	3%

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
February 29, 2016

	February 29, 2016		
	General Operating	Restricted	Total
Assets			
Cash & Cash Equivalents	\$ 15,489,839	\$ (278,030)	\$ 15,211,809
Short-Term Investments	5,072,790	-	5,072,790
Cash & Investments	20,562,629	(278,030)	20,284,599
Trade Receivables	1,470,150	37,014	1,507,164
Governmental Receivables	-	131,886	131,886
Due From (To) Related Parties	339,857	258,994	598,851
Accounts Receivable, Net of Allowance	1,810,007	427,895	2,237,901
Other Current Assets	135,181	-	135,181
Total Current Assets	22,507,817	149,864	22,657,681
Net Property Plan and Equipment	54,181,082	-	54,181,082
Other Long Term Assets	704,208	-	704,208
Total Non-Current Assets	54,885,290	-	54,885,290
Total Assets	\$ 77,393,107	\$ 149,864	\$ 77,542,971

	February 28, 2015		
	General Operating	Restricted	Total
Cash & Cash Equivalents	\$ 17,233,448	\$ (15,357)	\$ 17,218,091
Short-Term Investments	5,056,807	-	5,056,807
Cash & Investments	22,290,256	(15,357)	22,274,899
Trade Receivables	1,272,566	11,076	1,283,643
Governmental Receivables	-	70,804	70,804
Due From (To) Related Parties	199,843	11,445	211,288
Accounts Receivable, Net of Allowance	1,472,409	93,325	1,565,734
Other Current Assets	138,601	-	138,601
Total Current Assets	23,901,266	77,968	23,979,234
Net Property Plan and Equipment	51,587,839	-	51,587,839
Other Long Term Assets	-	-	-
Total Non-Current Assets	51,587,839	-	51,587,839
Total Assets	\$ 75,489,104	\$ 77,968	\$ 75,567,073

Lake Michigan College
Balance Sheet
February 29, 2016

Liabilities and Net Assets

Accounts Payable

 Accrued Wages & Benefits

 Accrued Other

Accrued Liabilities

Other Current Liabilities

Current Portion of Long-Term Debt

 Deferred Revenue - Auxiliary

 Deferred Revenue - Tuition

Deferred Revenue

Total Current Liabilities

Non-Current Liabilities

Total Liabilities

Net Assets, Beginning

+ Net Income

Net Assets

Total Liabilities and Net Assets

February 29, 2016		
General Operating	Restricted	Total
983,348	4,777	988,125
2,390,012	47,264	2,437,276
282,059	-	282,059
2,672,071	47,264	2,719,335
217,795	92,517	310,312
418,869	-	418,869
107,396	-	107,396
34,997	7,520	42,517
142,393	7,520	149,913
4,434,476	152,077	4,586,554
19,075,573	-	19,075,573
23,510,049	152,077	23,662,127
47,181,658	-	47,181,658
6,701,400	(2,213)	6,699,186
53,883,057	(2,213)	53,880,844
\$ 77,393,107	\$ 149,864	\$ 77,542,971

February 28, 2015		
General Operating	Restricted	Total
584,270	-	584,270
2,531,457	57,861	2,589,318
425,039	-	425,039
2,956,496	57,861	3,014,357
131,680	(71,428)	60,253
366,804	-	366,804
109,321	-	109,321
23,908	91,318	115,226
133,230	91,318	224,547
4,172,480	77,751	4,250,231
19,545,783	-	19,545,783
23,718,263	77,751	23,796,013
47,583,700	(0)	47,583,700
4,187,142	218	4,187,359
51,770,842	218	51,771,059
\$ 75,489,104	\$ 77,968	\$ 75,567,073

Lake Michigan College
Statement of Revenue & Expenses
General Fund Only
February 29, 2016

Revenue

General Operating Funds									
	FY16 ACTUAL YTD	FY16 BUDGET YTD	Actual Over (Under) Budget		Annual Budget *	YTD % of Budget	FY15 ACTUAL YTD	FY15 TOTAL YEAR	PYTD % of PY
Tuition & Fee Revenue, Gross	\$ 10,184,443	\$ 10,321,916	\$ (137,000)	-1%	\$ 11,436,376	89%	\$ 10,267,832	\$ 11,381,057	90%
Bad Debt	-	-	-	-	(252,500)	0%	-	(188,884)	0%
Scholarships & Waivers	(472,460)	(495,068)	23,000	-5%	(532,600)	89%	(508,902)	(555,690)	92%
Tuition & Fee Revenue, Net	9,711,983	9,826,848	(115,000)	-1%	10,651,276	91%	9,758,930	10,636,483	92%
Workforce Training & Development	138,446	59,184	79,000	133%	118,160	117%	49,043	109,706	45%
Community Education	17,305	13,812	3,000	22%	22,980	75%	17,313	21,596	80%
Non-Credit Tuition & Fee Revenue	155,751	72,996	83,000	114%	141,140	110%	66,356	131,302	51%
Grants and Contracts	69,872	78,659	(9,000)	-11%	120,000	58%	83,745	125,910	67%
Auxiliary Operations, Net	272,899	(144,495)	417,000	-289%	(549,774)	-50%	22,744	(64,857)	-35%
Other Operating Revenue	70,307	62,158	8,000	13%	81,688	86%	82,922	101,735	82%
Non-Operating Revenue:									
State Appropriations	2,797,108	2,795,783	1,000	0%	5,749,320	49%	2,749,712	6,023,192	46%
Property Taxes, Net	14,108,476	13,747,683	361,000	3%	15,385,711	92%	13,470,899	15,157,347	89%
Gifts and Donations	12,940	15,313	(2,000)	-13%	15,313	85%	49,755	50,454	99%
Interest Income	33,082	44,096	(11,000)	-25%	66,147	50%	13,755	46,496	30%
Other Non-Operating Revenue	215,143	200,419	15,000	7%	315,278	68%	198,776	351,190	57%
TOTAL REVENUE	\$ 27,447,561	\$ 26,699,459	\$ 748,000	3%	\$ 31,976,098	86%	\$ 26,497,596	\$ 32,559,253	81%

Lake Michigan College
Statement of Revenue & Expenses
General Fund Only
February 29, 2016

Expenses

Salaries & Wages	\$ 9,253,414	\$ 9,699,857	\$ (446,000)	-5%	\$ 13,985,452	66%	\$ 9,397,741	\$ 14,098,089	67%
Benefits	4,670,200	4,822,314	(152,000)	-3%	6,957,621	67%	4,462,132	6,368,284	70%
Professional services	1,455,710	1,582,418	(127,000)	-8%	2,540,036	57%	1,525,847	2,407,358	63%
Supplies and Materials	611,632	588,713	23,000	4%	901,596	68%	675,181	1,010,304	67%
Travel, Communications, & Other	992,181	955,816	36,000	4%	1,455,518	68%	852,628	1,329,233	64%
Rent, Utilities, & Insurance	801,074	799,540	2,000	0%	1,240,665	65%	693,865	1,113,208	62%
Minor Capital	33,146	141,865	(108,000)	-76%	193,238	17%	71,630	97,806	73%
Interest Expense	486,334	485,800	1,000	0%	728,706	67%	488,667	730,680	67%
Depreciation & Amortization	2,439,631	2,624,672	(185,000)	-7%	3,937,000	62%	2,366,132	3,742,436	63%
Gain/Loss on Asset Disposals & Relocation Costs	2,839	-	3,000	-	-	-	1,776,632	1,862,473	95%
TOTAL EXPENSES	20,746,161	21,700,995	(955,000)	-4%	31,939,832	65%	22,310,454	32,759,872	68%
Transfers	-	-	-	-	-	-	-	260,389	0%
Total Expenses & Transfers	\$ 20,746,161	\$ 21,700,995	\$ (955,000)	-4%	\$31,939,832	65%	\$ 22,310,454	\$ 33,020,260	68%
NET INCOME (LOSS)	\$ 6,701,400	\$ 4,998,465	\$ 1,703,000	34%	\$ 36,267	18478%	\$ 4,187,142	\$ (461,008)	-908%

General Operating Funds									
	FY16 ACTUAL YTD	FY16 BUDGET YTD	Actual Over (Under) Budget		Annual Budget *	YTD % of Budget	FY15 ACTUAL YTD	FY15 TOTAL YEAR	PYTD % of PY
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NET INCOME (LOSS)	\$ 6,701,400	\$ 4,998,465	\$ 1,703,000	34%	\$ 36,267	18478%	\$ 4,187,142	\$ (461,008)	-908%

* Board approved budget as adjusted for revisions

Lake Michigan College
Statement of Cash Flows
February 29, 2016

Operating Activities:

Increase (Decrease) in Net Assets ("Net Income or Loss")	\$ 6,701,000
Non-Cash Changes - Depreciation	2,440,000
Non-Cash Changes - Other	59,000
Changes in Balance Sheet Accounts Generating (Using) Cash:	
Accounts Receivable	(73,000)
Other Current Assets	55,000
Other Long Term Assets	-
Accounts Payable & Accrued Liabilities	(1,104,000)
Deferred Revenue	(520,000)
Net Cash Provided by (Used In) Operations	7,558,000

Investing Activities:

Cash Provided by (Used On) Capital Assets	(4,573,000)
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Financing Activities:

Cash Provided By (Paid On) Debt	(396,000)
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Net Increase (Decrease) in Cash	2,589,000
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Beginning Cash	17,974,000
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Ending Cash	\$ 20,563,000
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Lake Michigan College
Accounts Receivable Aging Schedule
February 29, 2016

Current	31-60 Days	61-90 Days	91+ Days	Total	% of Total	2/28/15	% of Total
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Accounts Receivable Aging by Category

Student	\$ (28,700)	\$ (300)	\$ 399,000	\$ 28,400	\$ 398,400	22%	\$ 293,000	20%
Third Party & Miscellaneous	\$ 749,900	\$ 31,500	\$ 386,500	\$ 12,800	\$ 1,180,700	65%	\$ 991,200	67%
Governmental (grants, contracts, scholarships)	\$ 131,900	\$ -	\$ -	\$ -	\$ 131,900	7%	\$ 70,800	5%
Mendel Center Operations	\$ 99,300	\$ -	\$ -	\$ -	\$ 99,300	5%	\$ 134,200	9%
Workforce Training & Development (WTD)	\$ -	\$ -	\$ 1,400	\$ 400	\$ 1,800	0%	\$ 1,200	0%
Due From External Parties	\$ 952,400	\$ 31,200	\$ 786,900	\$ 41,600	\$ 1,812,100	100%	\$ 1,490,400	100%

College				\$ (170,400)	-9%	\$ (133,300)	-9%
Mendel Center Operations				\$ (2,600)	-0.1%	\$ (2,600)	-0.2%
Total Allowance for Bad Debts				\$ (173,000)	-9.5%	\$ (135,900)	-9.1%

Due From Foundation

\$ 29,900	\$ 311,400	\$ 257,500	\$ -	\$ 598,800	\$ 211,400
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Total Accounts Receivable, Net

\$ 2,237,900	\$ 1,565,900
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Student Receivables - Year to Year

Student Receivables

Total at February 29, 2016	\$ (28,700)	\$ (300)	\$ 399,000	\$ 28,400	\$ 398,400
Total at February 28, 2015	\$ (11,400)	\$ 274,200	\$ -	\$ 30,200	\$ 293,000
Increase (Decrease)	\$ (17,000)	\$ (275,000)	\$ 399,000	\$ (2,000)	\$ 105,000

Deferred Student Receivables

Total at February 29, 2016	-
Total at February 28, 2015	-
Increase (Decrease)	\$ -

Lake Michigan College
Grant Revenue Detail
February 29, 2016

	% of Total	<u>This Year</u> Year to Date Actual	<u>Last Year</u> Year to Date Actual
Federal Grants & Contracts			
Federal Work Study (FWS)		\$ 87,900	\$ 94,600
Fund for the Improvement of Postsecondary Education (FIPSE)		-	-
Federal Supplemental Educational Opportunity Grant (FSEOG)		109,300	96,300
Arts Midwest Touring		3,600	-
Michigan Works		69,700	107,300
Perkins		156,800	205,500
Pell		5,270,900	5,998,400
Trade Adjustment & Career Training (TAACCCT)		178,500	138,100
TRIO - Educational Opportunity Center (EOC)		221,200	231,000
TRIO - Student Support Services (SSS)		191,900	201,300
TRIO - Upward Bound		226,600	212,100
	97%	6,516,400	7,284,600
State Grants & Contracts			
Board of Nursing Scholarship		\$ 15,000	\$ 23,000
Children of Veterans		4,400	3,400
Fostering Futures		4,500	-
Michigan Gear Up Scholarship		-	5,600
Michigan Higher Education Assistance Authority (MHEAA)		24,100	26,600
Michigan Nursing Scholarship		6,100	5,800
	1%	54,100	64,400
Other Grants & Contracts			
Credit When Due		\$ -	\$ 8,000
Earn & Learn		-	6,400
Michigan Pathways to Credentials (MP2C)		-	43,400
Robotics Grant		-	1,300
Start to Finish		118,200	92,500
Upton Foundation Grant		-	-
	2%	118,200	151,600
	100%	\$ 6,688,700	\$ 7,500,600

Proposed FY '17 Tuition

A. FY '17 Tuition and Fee Schedule

The FY '17 tuition and fee schedule will be presented for consideration at tonight's meeting.

New Program Proposal – Engineering Technology

New Associate of Applied Science in Engineering Technology:

At a business and industry forum hosted by the College in January 2014, approximately 20 manufacturing employers clearly identified the need for local education and training aligned to support their current and future engineering technology workforce. In response, the College developed a new Engineering Technology program. This high priority program will concentrate on product design principles, materials, and manufacturing processes. The program will be guided by an advisory committee to assure continued responsiveness to employer needs.

ACTION:

The Academic Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering an Associate of Applied Science in Engineering Technology degree.

Lake Michigan College

NEW PROGRAM PROPOSAL

I. PROGRAM INFORMATION

A. Program Title & CIP Code

Program Title Engineering Technology

CIP Code 15.0000

B. Program Sequence

See attached NEW PROGRAM COURSE SEQUENCE

C. Program Purpose

The purpose of the program is to prepare individuals to apply basic engineering principles and technical skills to support engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions for research, production, and operations, and applications to specific engineering specialties.

D. Program Description

The Engineering Technology program concentrates on product design principles, materials, and manufacturing processes. The primary program objective is to prepare students to assist and support engineers with projects and research and development. Students will be trained in skills and techniques related to branches of engineering, with practical understanding of general engineering concepts.

E. General Education

Program will adhere to college's general education policy.

F. Learning Outcomes

Students completing the Engineering Technology program will:

Communicate effectively and efficiently with diverse individuals and teams, all levels of employees, customers, and suppliers by means of verbal, written (memos, reports, emails, etc.), graphics, symbols, and effective listening skills using appropriate technology.

Complete tasks and projects on schedule through the effective use of time management, appropriate math skills, and teamwork that fosters inclusion, synergized efforts in problems identification, and troubleshooting for successful resolution of problems toward the achievement of set goals and objectives.

Apply quality systems, principles, and concepts, as well as utilize appropriate math, measurement, and statistical tools and technology to improve processes, product quality, and to enhance productivity.

Incorporate safety awareness, principles, and practices in every aspect of work and as a way of life, including machine safety, environmental safety, chemical safety, and personal/employee protection.

Apply knowledge of machine principles and operation, tools and materials, requisite mathematics, and physics to select operation parameters in order to program, setup, and operate production manufacturing equipment, and also to be able to troubleshoot and diagnose both numerically/computer numerically (NC/CNC) controlled machines and programmable logic controlled (PLC) equipment.

Apply the knowledge of material science, machining tolerances, blueprint/schematics, and hands-on skills in welding, burning, the use of basic hand tools, and mobile equipment for the fabrication of designed parts incorporating accepted industry methods.

Incorporate designs and visualization skills as the language of the engineering field, including the creation and interpretation of drawings using proper dimensioning and tolerancing for size and geometry, as well as use of computer aided drawing programs to incorporate proper industry acceptable standards and conventions.

Apply the basic principles of equipment maintenance, troubleshooting, and problem solving techniques to maintain industrial machines to ensure the production of quality products.

II. EVIDENCE OF NEED

At a community forum for the College's primary manufacturing partners, approximately 20 employers clearly identified the need for new, more challenging coursework to support their current and future workforce needs. Designed to meet those needs, the program will be guided by an advisory committee to assure that LMC is responsive to employer needs in an effective and efficient manner.

At the request of employers, the program will be developed as a 3+1 baccalaureate degree in applied engineering with concentrations in controls and mechanical engineering.

III. IMPACT ON EXISTING PROGRAMS AND/OR COURSES

The Drafting and Design program was closed due to low enrollment. This updated program was requested as a replacement.

IV. TRANSFERABILITY/ARTICULATION

College is presently working with Western Michigan University, Ferris State University, Eastern Michigan University, and Purdue for articulation agreements.

V. RESOURCES

A. Available Equipment
Yes.

B. Additional Required Equipment
None required at this point.

C. Facilities
College has adequate facilities.

D. Additional Faculty Required
Adjunct faculty.

E. Projected Student Enrollment
20 per year.

F. Costs and/or Special Funding Requirements (other than above)

VI. APPROVAL

A. Approved by Department Chair/Program Chair

Date 02-18-16 Signature Kevin Kreitner

B. Reviewed by Divisional Dean

Date 02-18-16 Signature [Handwritten Signature]

C. Approved by College Curriculum Committee

Date 03/03/16 Signature 

E. Approved by VP, Academic Services

Date 03/03/16 Signature 

F. Approved by President

Date 3/22/2016 Signature _____

F. Approved by Lake Michigan College Board of Trustees

Date 3/22/2016 Signature _____

** CCC support person to notify Marketing, HLC Liaison, Coordinator of Institutional Research (State of MI Program Inventory), and Business Manager of Career & Workforce Education (Perkins grant reporting) of approval.

Lake Michigan College

Engineering Technology, AAS

NEW PROGRAM/DISCIPLINE COURSE SEQUENCE

DISCIPLINE / NO. / COURSE NAME Hrs-Lab Hrs)	Credit Hrs (Lecture Hrs)
 General Education Requirement	
ENGL 101, English Composition	3 (3-0)
ENGL 103, Technical Writing	3 (3-0)
POSC 101, National Government	3 (3-0)
MATH 123, Quantitative Reasoning	4 (4-0)
CHEM 101, Introductory Chemistry I or CHEM 104	4 (3-3)
Humanities/Fine Arts	3 (3-0)
 Major Requirements	
CHEM 111, General Chemistry	4 (3-3)
ELEC 100, DC Electricity	4 (3-2)
ELEC 106, AC Electricity	3 (2-2)
ENGR 113, Beg. Engr. Graphics	4 (2-4)
ENGR 210, Advanced CAD Tech.	3 (1-3)
INMT 204, Basic Hydraulics & Pneumatics	2 (1-2)
MACH 110, Machine Tool I	3 (3-2)
MACH 120, Machine Tool II	3 (3-2)
MACH 140, Intro to CNC	2 (1-2)
MACH 150, Intro to CAM	2 (1-2)
MANU 120, Introduction to PLC	2 (1-2)
MANU 122, Intro to Robotics	2 (1-2)
MANU 222, Industrial Robotics	4 (3-2)
MANU 224, Robotics IR Systems	2 (1-2)
MATH 135, Pre-Calculus	5 (5-0)
PHYS 101, General Physics I	5 (4-2)
 TOTAL CREDIT HOURS	 70

CCC Approved 3.3.16

Bernard C. Radde Distinguished Service Award

Bernard C. Radde Distinguished Service Award

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 announce the recipient of the 2015 Bernard C. Radde Award.

The Heart of Cook Grant

Grant Approval

Title: The Heart of Cook Grant - \$2,500

Source: Heart of Cook Foundation

Dates: Organizational Fiscal Year FY17

Summary: The request of this grant is to help offset the costs of bringing the Russian National Ballet to Benton Harbor for a public performance of the ballet "Cinderella" on January 20, 2017. The funds will be used to help pay a portion of the \$30,000 in fees, the balance of which will be covered by a combination of ticket sales, corporate sponsorships, and grant funds.

ACTION:

It is recommended that the Lake Michigan College Board of Trustees approve the Heart of Cook Grant as presented.

Heart of Cook Foundation: Grant Project Budget Form

Agency: Lake Michigan College Mendel Center Amount Requested: \$2,500

Below is a listing of standard budget items. Please provide the program/project budget on this form and attach to each copy of the grant application submitted.

- A. Organizations fiscal year: FY17
 B. Time period this budget covers: July 1, 2016 to June 31, 2017
 C. Expenses: include the total amount for each of the following budget categories:

	Amount Requested	Total Program Expense
Salaries*	N/A	
Payroll Taxes*	N/A	
Fringe Benefits*		
Consultants & Professional Fees		20,300
Stipends		
Insurance		
Travel		
Equipment		600
Supplies		150
Printing & Copying		685
Telephone & Fax		
Rent		
Utilities		
Maintenance		
Evaluation		
Marketing		7,500
Other (specify)fees		1,500
Other (specify)piano tuning		250
Totals		30,985

- D. Revenue: include the total amount for each of the following budget categories, in this order; please indicate which sources are committed and which are pending.

Grants/Contracts/Contributions	Received:	Pending:
	Amount Received	Amount Pending
Local Government		
State Government (includes schools)		
Federal Government		
Foundations (itemize in Budget Narrative)		2,500
Corporations		3,500
Church Groups *		
Individual Donations		
Earned Income from Events		23,020
In-kind Support		
Other (specify)ticketing fees		1,890
Other (specify)playbill ads		1,000
Total Revenue		31,910

This Program/Project Budget was approved by the Agency Board on: ___/___/___

THIS MUST BE SIGNED

Signature, Board Chair or Treasurer or President/CEO/Director: _____

