



LAKE MICHIGAN
C O L L E G E



LAKE MICHIGAN COLLEGE
RED HAWKS

LMC's NEW MASCOT

Fall 2012 Opening Days

August 29- 31, 2012

In keeping with the College's green initiative, 2012 Fall Opening Days materials beyond the agenda will be distributed by the LMC Intranet.

To access, go to Lake Michigan College's home page, and click the Faculty & Staff icon at the bottom left corner. On the next page, left hand side, select the Opening Days tab. Once selected, all resources will be available to read or print, if necessary.

Thank you for your support of the College's efforts to Go Green!

All employees invited to general activities.

Monday, August 27, 2012

8:30 am – 12:00 noon	New Full-time Faculty Orientation Teaching and Learning Center S-112
12:00 pm – 1:00 pm	New Full-time Faculty Meeting with Instructional Administrators Teaching and Learning Center S-112 (Lunch provided)
1:00 pm – 3:00 pm	New Full-time Faculty Orientation A-305 <i>Joe Cronin, Assistant Director, Human Resources & Diversity</i>
3:00 pm – 4:00 pm	New Full-time Faculty Orientation A-301 <i>Terri Glasgow, Assistant Director, Human Resources & Banner Specialist</i>

Tuesday, August 28, 2012

8:30 am – 12:00 pm	New Full-time Faculty Orientation Teaching and Learning Center S-112
12:00 pm – 1:00 pm	New Full-time Faculty Meeting with Instructional Administrators Teaching and Learning Center S-112 (Lunch provided)

Wednesday, August 29, 2012

8:00 am – 8:40 am	Welcome – Full Breakfast Upton F-104, Mendel Center (All College Employees to attend.)
8:40 am	Pledge of Allegiance Welcome <i>Judy Truesdell, Lake Michigan College Board of Trustees Chair</i> Presidential Address <i>Dr. Robert P. Harrison, President</i>
9:05 am – 9:20 am	Service Overview: Michigan Benefits Access (MBA) Program and United Way 211 Connect Program <i>Pam McVay, Director, Student Life and Student Conduct Officer</i>
9:20 am – 9:30 am	Siena Heights at LMC 30th Anniversary Recognition
9:30 am – 9:45 am	Break



Wednesday, August 29, 2012 - Continued

- 9:45 am – 11:00 am** **Student Services/Faculty Discussion – Upton F-102 & 103**
Dr. Sarah Dempsey, Vice President, Instruction; Dr. Clint Gabbard, Vice President, Student Services
(All Faculty and Instructional and Student Services Administrators are expected to attend. Adjunct Faculty are welcome to attend.)
- 11:00 am – 11:15 am** **Break**
- 11:15 am – 12:45 pm** **Awards Luncheon – Upton F-104**
(All College Employees to attend.)
- New Employee Introduction
Service Awards Presentation
2013 Professional Development Awards
Outstanding Employee of the Year and Team Awards
Above and Beyond Award
Dr. Robert P. Harrison, President
- Lake Michigan College Berrien/Cass/Van Buren United Way**
Jacquie Johnson, LMC United Way Chair
- 12:45 pm – 1:00 pm** **Break**
- 1:00 pm – 3:00 pm** **Faculty Goal and Budget Discussion – North Training Room – MC-118**
Dr. Sarah Dempsey, Vice President, Instruction
(All Department Chairs and Instructional Administrators are expected to attend.)
- 3:15 pm – 5:00 pm** **Full-time Faculty Association Meeting – Blue Lecture Hall, D-105**
Stephen Jukuri, President, LMC Faculty Association
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Thursday, August 30, 2012

- 7:45 am – 8:15 am** **Continental Breakfast – Hanson Corridor, Mendel Center**
- 8:15 am – 9:45 am** **Faculty Meeting – F-101, Mendel Center**
Dr. Sarah Dempsey, Vice President, Instruction
(All Faculty and Instructional Administrators are expected to attend. Adjunct Faculty are welcome to attend.)
- 9:45 am – 10:00 am** **Break – Hanson Corridor, Mendel Center**
- 10:15 am – 11:15 am** **Arts & Sciences Division Meeting**
North Training Room – MC-118
Chris Roddy, Dean, Arts & Sciences
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Thursday, August 30, 2012 - Continued

- 10:15 am – 11:45 am** **Career Education Division Meeting**
Upton F-101 – Mendel Center
Leslie Kellogg, Dean, Technology, Health Sciences & Business
- 11:30 am – 12:30 pm** **Full-time Transitional Studies Writing Faculty – North Training Room – MC-118**
- 12:00 pm – 1:15 pm** **PROE In-service**
Upton F-101 – Mendel Center
Leslie Kellogg, Dean, Technology, Health Sciences & Business; Alissa Sheftic, Director, Institutional Research
(By Invitation – Lunch Provided)
- 12:30 pm – 1:15 pm** **Adjunct Transitional Studies Writing/Reading Faculty – North Training Room – MC-118**
(Lunch with Full-time Counterparts)
- 12:00 pm – 1:15 pm** **Lunch on Your Own**
- 1:30 pm – 2:30 pm** **Department Meetings**

Arts and Humanities Dr. Denise Scameheorn Department Chair Room C-223	Business Department Lisa Augustyniak Department Chair Room C-106	English and Communications and Transitional Studies Dr. Janice Zerfas Stephen Jukuri Department Chairs Room B-207
Health Sciences Dr. Delores Jackson Department Chair Room C-321	Mathematics, PE and Wellness Jill Claeys Department Chair Room C-227	Natural Sciences Bob Schodorf Department Chair Room C-318
Social Sciences Dr. Gary Roberts Department Chair Room C-220	Technologies Ken Flowers Department Chair Room C-106	CIS/OIS/Graphic Design Charles Olszewski Interim Department Chair Room B-307

Thursday, August 30, 2012 - Continued

- 3:00 pm – 5:45 pm** **Beverage Service – Hanson Corridor**
- 3:00 pm – 5:00 pm** **Full-time Transitional Studies Math Faculty -- North Training Room – MC-118**
- 4:00 pm – 5:00 pm** **Individual Department Meetings with Adjunct Faculty:**
- **Business – South Lobby**
 - **English – North Lobby**
 - **Communications – ATC – F-111**
 - **CIS – OIS – GRDN Certificate – Green Room**
- 4:00 pm – 5:45 pm** **Nursing Faculty Meeting – Dance/Drama Room – F-117**
- 5:00 pm – 5:30 pm**
- **“Right-To-Know Training”**
Scott Murton, Natural Science Lab Manager
 - **Maxient Training**
Steve Silcox, Director, Public Safety and Evening Administrator
 - **What Is FERPA?**
Helen Hays-Thomas, Registrar
 - **Mendel Center – F-152**
 - **Bertrand Crossing Campus – BC-107**
 - **South Haven Campus – SH-203**
- (All NEW full- and part-time employees must attend all sessions.)
- 5:00 pm – 6:15 pm** **Adjunct Transitional Studies Math Faculty – North Training Room – MC-118**
(Dinner with Full-time Counterparts)
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Thursday, August 30, 2012 - Continued

5:00 pm – 7:00 pm

All Adjunct Faculty Information Tables for All Campuses – Mendel Center - Upton F-103; South Haven – SH-141/142; Bertrand Crossing – BC-109

Informational tables will be available as follows:

Contract Distribution and Human Resources and Payroll Questions <ul style="list-style-type: none">• Bertrand Crossing Campus<ul style="list-style-type: none">○ <i>Joseph Cronin, Assistant Director, Human Resources and Diversity</i>• Napier Avenue Campus<ul style="list-style-type: none">○ <i>Kellie Dolezan, Human Resources Generalist</i>• South Haven Campus<ul style="list-style-type: none">○ <i>Terri Glasgow, Assistant Director, Human Resources and Banner Specialist</i>	Adjunct Faculty Resources <p><i>All adjunct faculty please stop at table.</i></p> <p><i>The Chronicle Interviews</i></p> <ul style="list-style-type: none">• Bertrand Crossing Campus<ul style="list-style-type: none">○ <i>Kris Behr, Generalist</i>• Napier Avenue Campus<ul style="list-style-type: none">○ <i>Kathy Tebell, Coordinator, Administrative Services</i>• South Haven Campus<ul style="list-style-type: none">○ <i>Terri Glasgow, Assistant Director, Human Resources and Banner</i>
Identification Badges <ul style="list-style-type: none">• Bertrand Crossing Campus<ul style="list-style-type: none">○ <i>Kam Chancellor, Campus Coordinator</i>• Napier Avenue Campus<ul style="list-style-type: none">○ <i>Annmari Sawyer, Human Resources Assistant</i>• South Haven Campus<ul style="list-style-type: none">○ <i>Noe Balcazar, Generalist</i>	E-Mail Access <ul style="list-style-type: none">• Bertrand Crossing Campus<ul style="list-style-type: none">○ <i>Nathan Chupp, Technology Assistant</i>• Napier Avenue Campus<ul style="list-style-type: none">○ <i>Sandra Martin, Technology Assistant, Napier</i>• South Haven Campus<ul style="list-style-type: none">○ <i>Tom Till, Campus Support Coordinator and Project Manager</i>

Thursday, August 30, 2012 - Continued

5:30 pm – 6:15 pm **All Adjunct Faculty Dinner – Mendel Center - Upton F-104; South Haven – SH-141/142; Bertrand Crossing – BC-109**

6:15 pm – 8:00 pm **All Adjunct Faculty Meeting**

Welcome

Judy Truesdell, Lake Michigan College Board of Trustees Chair

Presidential Address

Dr. Robert P. Harrison, President

Adjunct Faculty Meeting

Dr. Sarah Dempsey, Vice President, Instruction

Friday, August 31, 2012

9:00 am – 10:00 am **Blackboard to Canvas – What’s Up? -- Brown Lecture Hall – D-112**
Mark Kelly, Director, Teaching and Learning
(All Faculty Encouraged to Attend.)

10:00 am – 11:30 am **Breakout Sessions for All New Employees**

10:00 am – 10:30 am	
Information Security and HIPAA – Betts Rittmeyer Planetarium, D-116	
<i>Randy Melton, Executive Director, Information Technologies; Terri Glasgow, Assistant Director, Human Resources and Human Resources Banner Specialist</i>	
<i>(All NEW employees must attend.)</i>	
10:30 am – 11:00 am	10:30 am – 11:00 am
What Is FERPA? – Betts Rittmeyer Planetarium, D-116	Use of E-Mail and G-Mail Brown Lecture Hall, D-112
<i>Helen Hays-Thomas, Registrar</i>	<i>Roger Shupert, Integration Support Specialist/Business Continuity</i>
<i>(All New Employees must attend.)</i>	
11:00 am – 11:30 am	
Banner Overview and FAQ – Betts Rittmeyer Planetarium, D-116	
<i>Dave Allen, Application/Programmer Analyst; Sara Skinner, Assistant Registrar</i>	

Tuesday, September 4, 2012

11:30 am – 1:00 pm 5:00 pm – 6:00 pm	Student Life Activities: Napier Avenue Campus - Plaza <i>“Grillin ‘n Chillin” – Welcome Reception for Students</i>
11:00 am – 1:00 pm 5:00 pm – 6:00 pm	Bertrand Crossing Campus <i>“Grillin ‘n Chillin” – Welcome Reception for Students</i>
11:30 am – 1:00 pm 5:00 pm – 6:00 pm	South Haven Campus <i>“Grillin ‘n Chillin” – Welcome Reception for Students</i>

Wednesday, September 5, 2012

11:30 am – 1:00 pm	Student Life Activities: Napier Avenue Campus – Plaza <i>“Welcome Wednesday”</i>
11:00 am – 1:00 pm 5:00 pm – 6:00 pm	Bertrand Crossing Campus <i>“Welcome Wednesday”</i>
11:30 am – 1:00 pm 5:00 pm – 6:00 pm	South Haven Campus <i>“Welcome Wednesday”</i>

Thursday, September 6, 2012

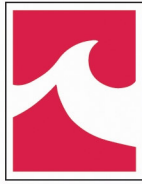
11:30 am – 1:00 pm	Student Life Activities: Napier Avenue Campus – Plaza <i>“Thirsty Thursday”</i>
11:00 am – 1:00 pm 5:00 pm – 6:00 pm	Bertrand Crossing Campus <i>“Thirsty Thursday”</i>
11:30 am – 1:00 pm 5:00 pm – 6:00 pm	South Haven Campus <i>“Thirsty Thursday”</i>

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Academic Calendar 2012 - 2013

April 16	Fall 2012 Registration Begins
August 29	Late Registration Fee Applies
August 29-30	College Opening Days
September 1	December Graduation Application Available Online
September 1 – 3	Labor Day – College Closed
September 4	Classes Begin
September 10	Last Day to Drop With 100% Refund
October 1	Last Day to Withdraw From First Five Week Courses With a Guaranteed “W”
October 6	Spring 2012 Registration Begins
October 12	Last day to drop middle five week courses with 100% refund
October 15	Spring 2013 registration begins
November 5	Last Day to Withdraw From Middle 5 Week Courses With a Guaranteed “W”
November 9	December Graduation Application Due
November 21	Clinicals in session – College Closed
November 22 - 25	Thanksgiving Holiday – College Closed
November 26	Last Day to Withdraw From Full 14 Week and Open Entry/Defined Exit Courses With a Guaranteed “W”
December 2	Last Day to Add for OEO/OED
December 16	Classes End
December 18	Grades Due by 2:00 p.m.
December 22	Grades Available in WaveLink
December 24 – January 1	Winter Break – College Closed
March 25	Last Day to Withdraw From Fall 2012 OE/OE Courses With a Guaranteed “W”

Thanks to the Lake Michigan College Board of Trustees, Student Services, Barnes & Noble College Booksellers, LLC, Central Duplicating, Conference and Event Services, Human Resources, Facilities Management, Information Technologies, Instruction, Marketing Services, Siena Heights, Dave Allen, Lisa Augustyniak, Noe Balcazar, Kris Behr, Todd Blake, Kam Chancellor, Nathan Chupp, Jill Claeys, Barbara Craig, Joe Cronin, Dr. Sarah Dempsey, Kellie Dolezan, Anne Erdman, Ken Flowers, Dr. Clint Gabbard, Terri Glasgow, Dr. Robert Harrison, Dr. Delores Jackson, Jacquie Johnson, Stephen Jukuri, Leslie Kellogg, Laura Kraklau, Sandra Martin, Tonya Martindale, Carolyn Mason, Pam McVay, Randy Melton, Scott Murton, Charles Olszewski, Dr. Gary Roberts, Chris Roddy, Annmarie Sawyer, Dr. Denise Scameheorn, Bob Schodorf, Mandi Shembarger, Roger Shupert, Steven Silcox, Kathy Tebell, Tom Till, Judy Truesdell, Lee Van Ginhoven, Janice Varney, Roberta Wagner, and Dr. Janice Zervas.



LAKE MICHIGAN

C O L L E G E

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2755 East Napier Avenue
Benton Harbor, MI 49022
269-927-8100

Bertrand Crossing Campus
1905 Foundation Drive
Niles, MI 49120
269-695-1391

M-TECSM at Lake Michigan College
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Benton Harbor, MI 49022
269-926-6832

Lake Michigan College at South Haven
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South Haven, MI 49090
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Any questions regarding your rights under Title VI and Title IX should be directed to Human Resources, A-305, (269) 927-8102.

Any questions regarding your rights under Section 504 should be directed to Student Resource Center, C-205a, (269) 927-8100, ext. 5192.
