

Guidelines for the Lake Michigan College Chronicle

The purpose of the weekly Lake Michigan College Chronicle is to keep employees up-to-date with information, news, and activities that pertain to the College and its faculty, staff, and students. Acceptable submissions include:

- Awards/recognition received by the College, faculty, staff, or students
- Campus activities and student life activities
- Employee meetings
- Employee personal announcements (births, family deaths, etc.)
- Events and activities of outside organizations that directly benefit the College (Example: a Rotary Club fundraiser to benefit the LMC music department)
- Human resources employee updates
- Information employees need to be effective in their jobs
- Intercollegiate athletic event updates
- Items employees are selling/renting/etc. (Classified type ads)
- Munchy's updates
- National college-related news
- New programs and services
- Policy and procedure updates
- Professional development activities
- Savings offers through local companies, such as Whirlpool VIP Link
- Special alerts about upcoming construction, detours, closures on campus
- Special coupons
- Surveys

How to Make a Submission

Email your information to chronicle@lakemichigancollege.edu by 3 p.m. on the Friday before the following Tuesday's edition.

Submissions are subject to editing.

There is no guarantee that your submission will be included.

Submissions are included at the discretion of the Chronicle staff.

Help reduce the number of "all-user" emails. The College wants to reduce the number of emails that employees receive. To assist with this, please use the Chronicle for non-emergency or non-time-sensitive information. "All-user emails" should be used for urgent messages that cannot wait until the next issue of the Chronicle to be released. Plan ahead so your message doesn't become an emergency when it could have been sent out earlier through the Chronicle.

Below are guidelines for Chronicle submissions

Above and Beyond

When you see an employee going above and beyond the call of duty and would like to recognize them, submit a written nomination for "Above and Beyond" to Kathy Tebell at tebell@lakemichigancollege.edu. Kathy sends approved "Above and Beyond" winners names to the Chronicle to be published. Employees recognized will receive a gift.

Birthdays

Employee birthdays are listed monthly in the Chronicle in the "LMC Family" section. Birthdays are provided by Human Resources and include the day only, not the year. If you do not want your birthday listed, please contact the Chronicle staff at chronicle@lakemichigancollege.edu.

Classifieds

Classified items can be submitted that an employee is selling and the employee must be the contact person for the item. This does not include selling items for another person, organization, fundraiser, or non-profit group unless it is directly related to the college. Employee needs to provide an email and/or phone number for contact information. Photos of the items for sale can be emailed along with the information.

Photo releases

Photos submitted to be published in the Chronicle must be accompanied by a photo release signed by the person(s) in the photo. Click on the "Photo Release" button in the Quick Links box in the top section of the Chronicle to print one out.

Student Life Activities:

Dates, times, and a brief description of the event or activity for upcoming chances to interact with students can be submitted.