

# CONNECTION

BAKER COLLEGE OF MUSKEGON NEWSLETTER, KEEPING YOU CONNECTED

WINTER 2016 | WEEKS 1-4

## ACADEMIC

*From the desk of Tim Stein*

*“Change is the law of life. And those who look only to the past or the present are certain to miss the future.”*

*John F. Kennedy*

At their core, business and technology are about change. Change is what creates opportunity, builds wisdom, and moves us forward. Change is born from the drive to do what is right, make a sustainable contribution, and act, not settling to react. Our Rotaract and Business Professionals of America clubs help students change their lives and the lives of those around them, as do the instructors and every student enrolled in one of our programs.

Change comes from knowledge. Our programs continue to evolve and change as future needs evolve, and students continue to apply new found skills in new and creative ways. Ultimately, what makes up every organization changes too. The next several months will bring new and exciting changes to the Business and Technology Division, as we change to better serve the needs of the current and future students. Reflecting on JFK’s law of life, we invite you to look with us to the past and the present while we watch you create the future.

*Tim Stein*

*Dean of Business, Technology, and Criminal Justice*



**TIM STEIN**

### CALENDAR OF EVENTS

January 11	Winter quarter begins
January 18	MLK Day of Service
January 20	Blood Drive
January 20	Courses opens
February 19	Health Sciences Job Fair
March 19	Winter quarter ends



# MLK Day of Service

A DAY ON, NOT A DAY OFF



Baker College is planning a day of service to honor the birthday of Dr. Martin Luther King, Jr. on Monday, January 18.

The day of service activities will take place in and around the Student Center. Dr. King asked, “What are you doing for others?” The activities planned are in response to that question and provide opportunities for us to give back to our community. Some of the service opportunities available for outside organizations are with Kids’ Food Basket, Pathfinders, and Goodwill. We will also hold a canned food drive to replenish the Residence Life food pantry. In addition, a Red Cross Blood Drive will be held in the Baker College gym on Wednesday, January 20. Take time out of your schedule on Monday, January 18 to get involved in one of the service projects in honor of Dr. King’s birthday.

## KNOW YOUR STAFF

Kevin Smith is an Information Technology Specialist at Baker College of Muskegon. He has worked in this position for sixteen months. As an Information Technologist, Mr. Smith helps maintain the daily operation of technology at the Muskegon Campus, Fremont Campus, and the Culinary Institute of Michigan.

Mr. Smith is a graduate of Oakridge High School, attended Grand Valley State University to pursue his studies and run track, then finished his Bachelor of Science Degree in Information Technology and Security at Baker College.

In addition to handling daily operations, one of the major functions of the Information Technology Department is the design and implementation of system-wide projects. For instance, Muskegon played a key role in Baker's email, printer and phone projects. The Information Technology Department is constantly in the background updating equipment to insure the campus runs smoothly.

Recently, the Information Technology Solution Center (ITSC@MU) opened on the Muskegon campus. Located in Room A104, the center is open to help students, faculty, and staff. They can bring their personal devices in to seek help trouble shooting Wi-Fi, printing, installing software for classes, password/login problems, and email issues. The hours for ITSC@MU in Room A104 are Monday - Thursday from 10:00 a.m. to 5:45 p.m. If personnel are not there, one could submit a trouble ticket to the ITSC@MU via the trouble ticket page [help.baker.edu](http://help.baker.edu).



**KEVIN SMITH**

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# ARC – ACADEMIC RESOURCE CENTER

## Announcing NEW Hours for Winter 2016

<b>Monday-Thursday</b>	<b>7:30 a.m.– 7:00 p.m.</b>
<b>Friday</b>	<b>7:30 a.m.– 5:00 p.m.</b>
<b>Saturday</b>	<b>10:00 a.m.- 4:00 p.m.</b>
<b>Sunday</b>	<b>CLOSED</b>

### ARC Services:

- ⇒ Faculty tutoring in the Math and Writing Centers
- ⇒ Peer tutoring in the Learning Center
- ⇒ Librarians for information & research assistance

### To make an appointment

- ⇒ Call 231.777.5345
- ⇒ Stop by the Academic Resource Center

### Research Guides for classes—[guides.baker.edu](http://guides.baker.edu)

- ⇒ APA Help & Writing Guide
- ⇒ Databases for college-level articles
- ⇒ E-books

### ADDITIONAL

### COMPUTER

### ACCESS HOURS!

Join us at the

### *Computer Connection*

(Across from Bookstore):

7:00 p.m. – 10:00 p.m.

Monday-Thursday

*and*

5:00 p.m. - 6 :00 p.m.

Friday

Students may check in with their IDs at Campus Safety to obtain access to the PCs in the *Computer Connection*.

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## WINTER QUARTER BOOKSTORE HOURS:

Week #1

Monday – Tuesday, January 11–12, 8 a.m. to 7 p.m.

Wednesday – Friday, January 13–15, 8 a.m. to 6 p.m.



Weeks #2–10

Mondays – Thursdays, 8 a.m. to 6 p.m.

Fridays, 9 a.m. to 4 p.m.

## FROM CAREER SERVICES...

**Welcome new and returning students!** Career Services has many resources available to current students and future Baker College graduates. Some of these resources include

### **PART-TIME EMPLOYMENT OPPORTUNITIES USING HQconnect**

Employment opportunities are posted daily by employers on our HQconnect Job Search System. All current Baker College students can access this system via Baker's website ([www.baker.edu](http://www.baker.edu)), then log into the SOLAR/STAR System, and click on Career Services. To provide students with a better understanding of how to use HQconnect and some of its features, Career Services is offering the following *free* seminar:

**Wednesday, March 2, from 11:00 a.m.-11:45 a.m. in The Meeting Place**

### **SOCIAL MEDIA & YOUR CAREER'S FUTURE SEMINAR**

Social media is a key player in today's professional world. Sites like LinkedIn, Facebook, and Twitter offer a lot of different options and opportunities to enhance an individual's professional background and understanding, and to provide a great way to catch the attention of hiring managers for future employment. To assist students in better understanding how to use social media to advance their career's future, Career Services is offering the following *free* seminar:

**Wednesday, March 2, from 12:00 p.m.-1:00 p.m. in The Meeting Place**

**Please pre-register for one or both of the seminars a minimum of one day prior to Wednesday, March 2. Seats are limited.** If you have questions or wish to reserve a seat, contact Career Services at 231-777-6500 or send an email to [michael.legalley@baker.edu](mailto:michael.legalley@baker.edu) or [kelly.deal@baker.edu](mailto:kelly.deal@baker.edu).

Stop into Career Services or call 231-777-6500 to speak with a representative about all our resources.

## Winter Weather and Campus Closing

Winter weather has arrived! It is important that you be aware of the College's protocols for weather-related delays and cancellations. Here are a few important things for you to know.

1. Announcements about delays and cancellations of morning classes are usually made no later than 6:15 a.m., whenever possible.
2. Announcements about delays or cancellations of afternoon classes are usually made no later than 10:15 a.m., whenever possible.
3. Announcements about delays or cancellations of evening classes are usually made no later than 3:15 p.m., whenever possible.
4. The two fastest ways to learn of delays or closings are to visit [www.baker.edu](http://www.baker.edu) or call the campus weather hotline at 231-777-6666. There is no need to call the campus switchboard or other offices like the Academic Center until after the above-posted times, since they will not have an answer about delays or cancellations before then.
5. The Emergency Notification System (ENS) also communicates information about delays and cancellations via e-mail, text, and telephone. You may go on-line to opt out of the text and telephone messages. However, all students must receive the e-mail communication.

Finally, if the College is open but bad road conditions prevent you from coming to class, contact your instructors to notify them of the absence and consult your syllabus about the make-up policy for each class. The College respects your right and responsibility to make the necessary decisions regarding your safety when weather conditions worsen.

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## Porter Scholarship Winners

The Porter Scholarship is awarded to two returning students and two new students each quarter. The scholarship amount is \$1,250 per student. Applications for the Porter Scholarship are available in the Financial Services Office.

The winter 2016 Porter Scholarship recipients are the following:

- ◆ Returning student winners: **Laura Antonius, Adrian Henderson**
  - ◆ New student winners: **Angelina Dick, Thomas Meoak**
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**DINING AT THE CIM**  
(Starting January 20)

LOCATED AT THE CULINARY INSTITUTE OF MICHIGAN  
336 WEST CLAY | DOWNTOWN MUSKEGON | 49440

Open Wednesday-Friday  
Lunch  
11:30 a.m.—2:00 p.m.  
Dinner  
6:00 p.m. — 8:30 p.m.

Call 231-777-6610  
or place an online reservation at  
[www.coursesrestaurant.com/reservations](http://www.coursesrestaurant.com/reservations)  
Reservations available for parties of 10 or fewer

**COURSES**  
One part restaurant. One part classroom.

## **A**TTENDANCE MATTERS!

Poor attendance will stop you from receiving financial aid because you must continue going to your classes to keep your financial aid.

Have you already received your loan refund? If you stop attending class after receiving a refund, your lack of attendance may cause you to be withdrawn from classes and your posted financial aid to be reduced. This means YOU may owe money back to Baker College and possibly the FEDERAL GOVERNMENT.

Again, ATTENDANCE MATTERS!

## Tobacco Free

Baker College of Muskegon, the Fremont extension site, and the Culinary Institute of Michigan are tobacco-free campuses. Thank you for your cooperation in adhering to this effort.

## Toastmasters Youth Leadership Group

This group meets every Thursday (weeks 1-9) in Room WE103. Our mission is to encourage and support each other in becoming better public speakers. There are no dues or obligations, just fun, networking, and fellowship.

Come and join us if you can. Call Randy Baker at 231-777-5361 for more information.

## INFORMATION TECHNOLOGY SOLUTION CENTER

MONDAY—THURSDAY

10:00 AM—5:45 PM

231-777-6699

ROOM A104

ITSC@MU



BAKER COLLEGE OF MUSKEGON

# Health Sciences CAREER DAY

## DON'T MISS YOUR CHANCE TO MEET WITH EMPLOYERS

- This event is exclusive to Baker College Students and Graduates
- All majors are encouraged to attend
- Professional attire is required
- Use HQconnect to complete early registration

**FRIDAY, FEBRUARY 19, 2016 • 9:00AM - 11:30AM**

**Baker College of Muskegon Gymnasium**  
1903 Marquette Ave., Muskegon, MI 49442

**CONTACT CAREER SERVICES AT (231) 777-6500 WITH QUESTIONS.**

# BAKER COLLEGE OF MUSKEGON HEALTH SCIENCES CAREER DAY

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**Friday, February 19, 2016**

Muskegon Campus Gymnasium  
9:00 a.m. – 11:30 a.m.

Exclusive to Baker College students and graduates.

***All majors are welcome.***

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***Network with employers and discuss . . .***

Career Options, Internships/Externships, Employment, and Volunteer Opportunities

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***Plan ahead . . .***

Prepare your error-free resume.  
Practice your introduction and responses to interview questions.  
Plan to dress professionally.  
Prepare by researching companies.

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***Additional information . . .***

Career fair preparation tips in three locations  
**February 1 – February 18**  
Academic Resource Center (near the Bookstore)  
Hallway Corridor (near the H Wing)  
Health Science Center (M Wing front desk)

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***View an updated list of participating employers . . .***

1. Go to <https://www.baker.edu> and log in to the “Solar System.”
2. Select “STAR System.”
3. Select “Career Services” and “HQconnect Sign-on.”
4. Select “Events” and “Career Fairs.”
5. Select “Student/Graduate Registration” to preregister.
6. Select “Employer Registration” to view employers.

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***Contact Career Services . . .***

Have your resume critiqued. Ask additional questions.  
231-777-6500



## BLOOD DRIVE

When: Wednesday, January 20<sup>th</sup>  
12:00 p.m. - 6:00 p.m.

Where: Baker College Gym

Log onto [ResCrossBlood.org](http://ResCrossBlood.org) for info or appointment

## INFORMATION FROM FINANCIAL SERVICES

### WHEN WILL I RECEIVE MY LOAN REFUND?

In an effort to provide exemplary customer service to Baker College of Muskegon students, an email notification will be sent to each student when a loan refund is available (i.e. BakerOne card, paper check). Student loan refunds are typically available to students during weeks 3-10 of each quarter.

This date could vary depending on whether a student has completed Entrance Loan Counseling, a Direct Loan Master Promissory Note, maintained satisfactory attendance in current quarter classes, submitted all missing items, and started the required minimum amount of six (6) credit hours for the current quarter. Students are encouraged to communicate with creditors such as landlords, utility companies, etc., to request patience because a refund may be received at any time during Weeks 3-10 of the quarter.

### WINTER INVOICES

Invoices for winter quarter charges will be sent electronically the week of January 25th. Your invoice is ready for viewing and printing from the Baker website. Sign in with your current user ID and password to access the invoice. Please contact the Financial Services Department if you have questions about obtaining your invoice or making payments on your account.