

Work has begun on the preparation of the **2011-2012 budget**. Divisions and departments are currently compiling their budget information and will submit it to the Business Office by February 4. Once received, the Business Office will compile all budget requests and revenue projections in preparation of the president and vice president's budget review, which is slated to begin in mid-March. Meetings with Monroe County executives indicate that the College could be faced with a possible nine percent reduction in property tax revenues next year.

In preparation for Monroe County Community College's 2012 focused visit from the Higher Learning Commission on Shared Governance and Communication, the Institutional Governance Committee began a search in the fall for a consultant to lead the college through an **Employee Communication/Shared Governance Audit**. A subcommittee of the IGC was formed consisting of Penny Dorsey-Naber, Dr. John Holladay, Sue Wetzel, and Joe Verkennes to lead the Request for Proposal Process. The consultant's charge will be to analyze the college's communication/shared governance practices to reveal their effectiveness throughout the entire organization and provide detailed recommendations for improvement. The RFP was sent to 19 potential consulting firms/individuals across the country, and the college received six responses. The IGC Committee reviewed all of the proposals and at its Nov. 16 meeting selected three finalists to come to campus and make formal presentations: Cyto Communications, CLARUS Corporation, and Ahles and Associates. The presentations are scheduled in late January and early February.

On December 21, Governor Granholm signed House Bill No. 5858 which included State Building Authority Financed Construction Authorization for the Monroe County Community College **Career Technology Center** (total authorized cost \$17,000,000; state building authority share \$8,499,800; MCCC share \$8,500,000; state general fund share \$200).

Now that the bill has been signed into law, the College is authorized to proceed to the Preliminary Design Development Phase. This phase includes the execution of the Project Management Agreement with the State of Michigan. With the Board of Trustees' decision to proceed with the project, the College and the State will sign the Project Management Agreement. Following the signing of this agreement, the College will proceed with preparation of the Preliminary Design and Planning Submittal. This submission to the Department of Management and Budget – Facilities Administration (DMB-FA) further refines the planned project providing more detail and definition.

The Bookstore and Data Processing staff has worked to integrate the **WebPAL and e-Follett bookstore systems** to provide students with current information on required books and supplies for each of the classes offered for the Fall 2010 and Winter 2011 semesters. Information on books and supplies is now a requirement under the Higher Education and Opportunity Act of 2008, the intent of which is to provide transparency to students with respect "to the selection, purchase, sale, and use of course materials" in an effort to "ensure that students have access to affordable course materials." In complying with the Act,

students can now use WebPAL to view all course materials and their prices by clicking on any course section that is displayed on WebPAL. If students choose, they can purchase their books at the same time via the integrated connection to the Bookstore's e-Follett website.

Thirty students and community members are currently enrolled for **Study Abroad to Eastern/Central Europe**. Five are students who had gone on a previous MCCC study abroad.

Approximately four weeks after the start of the Fall semester, an **Outreach Call** was made to all students attending MCCC for the first time. The admissions staff and several volunteers from other offices made the calls. The purpose is to check on students, make referrals, and answer any questions. The feedback from recipients was excellent.

Learning Resources worked with the nursing faculty to prepare for the **NLN site** visit October 19-21, 2010. Barbara McNamee met with the site evaluators on October 19 in the library. In discussing library resources, she emphasized the Library's approach with busy health sciences students who have little time to spend at the library. 24/7 electronic access to resources from off-campus locations was noted as the service of choice for these students by MCCC librarians based on usage patterns and discussions with faculty.

The **2009-2010 MCCC Annual Report** – Transformational Learning – was released to the community in November and highlighted examples of the various forms of transformational learning that occurred at MCCC over the past year. The report featured stories on the Learning Bank Network, the MCCC Welding Center of Expertise, the observatory deck restoration, The Foundation Enhancement Grants recipients, the culinary skills and management students' visit to the State Capitol on Community College Day, the nursing program students' achievement on their licensure exams, the River Raisin Heritage Trail dedication, the College's efforts in regard to alternative energy education, and The Higher Learning Commission's granting of maximum accreditation to the College.

Throughout the summer months, **the Data Processing and Advancement** staffs have taken a number of on-campus and online training sessions for the newly added Datatel Advancement system. These sessions included constituent and contribution management as well as training in managing fundraising appeals, via the Datatel Communications Management module. With initial training completed, the transition to the Advancement system was completed on October 4. The Datatel Advancement system has now assumed all activities for the processing and receipting of donor contributions.

By the middle of December, the Admissions Office will have **visited all Monroe County High Schools** and several immediately surrounding the college's service area. The college began including several downriver high schools in the past few years, which has greatly increased our enrollment from this area. This fall, a presentation was done at Milan High School for over 200 seniors. The presentation was well received.

The Information Systems staff continues to work on **server consolidation and migration to VMWare**. Server operating system updates and software maintenance is a continuous process and has been completed on several systems. To date, the college has 41 virtual servers running on 10 physical machines.

The College's **Five Year Master Plan** was completed and approved by the Board at its January meeting. The document is filed with the State Budget Office each year.

STATISTICS FOR THE LIBRARY, FOR THE FALL SEMESTER INCLUDE THE FOLLOWING:

Reference questions	731
Information Literacy & Instruction sessions	21 <i>with 488 students attending</i>
Gate Count.....	20,545

The **Schooldude work order system** continues to provide users with a convenient way to enter work requests, while providing Information Systems and Educational Media a way to track and manage their work. Since the last report on August 27, 1,000 work orders have been completed.

As MS Windows 7 is installed on PC's in the various offices, Data Processing staff has been **re-certifying that supported Access databases are upgraded to integrate with Windows 7**. A number of databases that support operations in the Corporate and Community Services, Writing Fellows and Learning Assistance Lab areas have been tested and upgraded, as needed, to the Windows 7 PC operating system. This work has been ongoing throughout the summer months and continues with follow-up work after the Windows 7 upgrades have been performed in each of the offices.

Bids were received to replace the aging **air conditioning system in the Data Center**. This unit has failed several times during the past year. The air conditioning unit is considered a mission critical item as it is required to maintain adequate temperature and humidity in the Data Center server room. The current unit is at the end of its useful life. We expect to complete construction before July, 2011.

MCCC hosted a county-wide MACRAO sanctioned **college night** on Nov. 2. The event had over 40 colleges and universities on campus. The event was well attended by Monroe County high school students and parents. There was also excellent attendance by MCCC students.

The Bookstore plans to launch a **textbook rental program** beginning in the fall 2011. Working with Follett, the new program will offer students the option of renting a new or used textbook for an academic semester instead of buying it. At the end of the semester, students return the book to the Follett. This new option will add a low-cost option for students, allowing the bookstore to remain a student's best choice for guaranteeing them the correct textbook and accompanying supplemental material that a faculty member may require. The rental

program will provide the lowest up-front cost to students directly through the College's website.

Installation of **new computer systems** continues as the Information Systems department completed the installation of new and redeployed systems in classrooms and offices. These new and redeployed systems have the Windows 7 operating system installed. Installation of Windows 7 continues across campus and IS continues to work within department and division offices. With the operating system conversion from Windows XP to Windows 7, IS staff is paying special attention to software needs and necessary adjustments at both the local system as well as the network.

The 2009-2010 **annual audit** was presented to the Board at the November meeting. Local auditors conducted their annual review of the College's and The Foundation's finances and issued an unqualified opinion.

On October 28 and 29, a **water infiltration investigation** was performed on the upper east exterior wall of the La-Z-Boy Center to determine the cause of the ongoing water infiltration into the building and to document as-built conditions and present recommendations to address the conditions contributing to the leakage. The final report has been submitted to the college and is currently being reviewed by the Maintenance Department.

Admissions participated in a series of in-service offered by ACT for the purpose of **COMPASS administrator training**. The series took place over four free webcasts. Wide varieties of topics were covered including; report generation and customizing student information collected at the beginning of the test.

The Physical Plant participated in a national **Facilities Performance Index** survey conducted by the Association of Physical Plant Administrators (APPA) this fall. This survey collected all operating and energy costs related to the Physical Plant operations, including maintenance, custodial, and grounds. Over 400 colleges and universities participate in this survey every year and MCCC will have access to the benchmarking data when it becomes available.

The recently installed **print management software** is working well, gathering statistics and providing data for analysis. Software configurations are being reviewed and system functionality is being tested for later implementation. To date, the application has functioned well and integrated into the new operating system environment with minimal problems.

Educational Media Services defined meeting space needs, ordered and received equipment, and coordinated with the maintenance department on a number of projects. These include; the installation of a Plasma display and computer in A-153, installations of a data projector, computer, DVD/VCR, speakers, and workstations in rooms A173 B and C. The rooms are used more and more for meetings and by outside constituents that rely on technology to enhance presentations. The upgrades have been well received by users on campus.

SHW was contracted to perform an analysis of replacement options for the **campus heating boilers and campus central air-conditioning chiller**. The campus heating boilers are 33 years old and have reached the end of their useful life. The recent boiler tube failure highlights the pressing need to have a plan in place to replace the existing boilers. The campus central air-conditioning system is served from the Physical Plant. The existing chiller was replaced during the summer of 2003 with a used, low efficient absorption unit. The chiller plant also includes a 33 year old steam boiler, underground piping, cooling towers, and controls, which have reached the end of their useful life. The SHW study includes a plan and budget to perform the replacements in phases over several years.

The financial aid office has experienced a significant increase in **grant and scholarship applications and awards**. The Pell Grant recipients have more than doubled in two years. The financial aid staff has made significant changes to the processing to better handle the increased demand. The changes include utilizing the ImageNow workflow module and limiting verification of FAFSA records to those flagged for verification by the government. The imaging system has proven to be a

worthy investment. Following is a summary of Financial Aid statistics:

PELL GRANT NUMBERS

Fall 2008	779
Fall 2009	1170
Fall 2010	1546

Learning Assistance Lab services were presented at the Return-to-Learn orientation on August 25, 2010. LAL staff also participated in campus-wide orientations for new students.

In late September slightly before mid-semester, instructional faculty were asked to submit the names of students who were currently failing or near failing. Nearly 300 **First Alert letters** were sent to students enrolled in occupational courses in early October to encourage them to see a counselor or seek tutoring help to improve their grades.

Counselors Kris Gerlach and Liz Raymond experimented with hiring **notetakers** proactively by scanning class rosters for successful students, reviewing course grades, and approaching students with an offer of a notetaking job. This resulted in a less hectic first week of classes because notetakers were in place and hired when classes started. The prior procedure involved hiring notetakers at the first class session. This fall, 29 students required notetakers for their classes, and 42 notetakers were hired overall.

**STATISTICS FOR THE LAL
INCLUDE THE FOLLOWING:**

Total students registered with Disability Services.....	202
Total new disability registrations	54
Total classroom accommodations.....	37

The County Drain Commissioner and SEMCOG placed a requirement on all county schools, including the College, to implement a **Storm Water Pollution Prevention Plan** (SWPPP). With the assistance of the Drain Commissioner's office and SEMCOG, a plan has

been developed which includes training, inspections, physical controls to contain spills, and routine maintenance to insure that the College has adequate controls in place to prevent a situation that could reduce storm water quality as it relates to our activities. Training was conducted for all maintenance staff employees at the end of January. The final SWPPP was sent to the Drain Commission and is currently in force.

Work continues on the construction of the Detroit Edison solar installation on Main Campus. The 500-kilowatt, \$3 million photovoltaic system is expected to be completed in February. The installation is part of Detroit Edison's pilot *SolarCurrents* program that calls for photovoltaic systems to be installed on customer property or rooftops over the next five years to generate 15 megawatts of electricity throughout Southeast Michigan. MCCC is the first educational institution to participate in the program, and its installation will be Detroit Edison's largest Solar Currents installation on a college campus.

The Health Science Division hosted the following events:

1. Health Career Exploration Day for the Monroe County Middle College

- Students were presented with information for Health Sciences Courses
- Students participated in a heart and lung dissection with Respiratory Therapy Director, Bonnie Boggs
- Students participated in a demonstration and practice of nursing techniques for hand washing
- Students were given a tour of the campus
- Refreshments and a prize drawing were made possible through Tech Prep funds

2. Health Sciences' Career and Education Fair

- Sixteen different employers and colleges sent recruiters to campus to talk to soon-to-be graduates of the RN, PN and RT Programs
- Students were encouraged to attend and learn more about their academic and career options following graduation
- 70 students were invited to attend
- This event is held bi-annually in November and April

Doris Sheldon, an adjunct evening librarian who also serves as the branch manager for the Petersburg Library, shared a large **book donation** she received with the MCCC Library. The donated books represented a strong collection of books about G.W. Custer. The MCCC Library welcomed approximately two-thirds of the list that was offered. Terri Kovach made the selections from the list.

The MCCC librarians participated in the **Return-to-Learn** orientation by providing a presentation on Library Services. The librarians also participated in campus-wide orientations for new students.

FACULTY AND STAFF NEWS

Tim Dillon, Associate Professor of English; **Carrie Nartker**, Associate Professor of English; and **Vinnie Maltese**, interim Dean of Humanities/Social Sciences attended Poetry Night on October 27, 2010. Dillon and Maltese did readings at the event.

Mark Bergmooser, Assistant Professor of Speech, Humanities and Tae Kwon Do; and **Dr. William McCloskey**, Professor of English, helped coordinate and organize a Darfur Presentation on September 30, 2010.

On September 23, 2010, **Dan Shaw**, Assistant Professor of Journalism and Humanities, led a group of students to the Centennial Celebration for Michigan State University's journalism school. MSU alumni active in the media around the country returned to give workshop sessions for students and professionals during the day-long event.

Under the guidance of **Mark Bergmooser**, students in the Interpersonal Speech class visited a GodWorks! soup kitchen and interacted with those attending.

Dr. Joanna Sabo, Professor of Political Science, and 25 MCCC students attended the Michigan Students Political Issues Convention at Henry Ford Community College.

On November 9, 2010, **Dan Shaw** led Journalism students on a tour of The Monroe Evening News. This included presentations by city editor Doug Donnelly and presentation editor Stacy Sominski.

On November 10, 2010, **Dan Shaw**, **Vinnie Maltese**, and the Introduction to Mass Media class toured the WGTE public radio and TV studios in Toledo. Students saw professionals producing a live radio show and putting together a TV documentary, among other things.

Dr. Joanna Sabo has had two papers accepted for presentation at the American Political Science Association Teaching and Learning Conference.

Prentice Hall is publishing the fourth edition of the textbook “Interactive Learning Kit for American Government” written by **Dr. Joanna Sabo**. It will be marketed nationally this spring.

Scott McCloskey, Adjunct Professor of English, Theater and Humanities, facilitated the production of *Beckett’s Brief’s* performed on December 2, 3, 10, 11, 2010 by MCCC Theater students. Also in the cast was **Dr. William McCloskey**.

Dr. William McCloskey, MCCC student Mackenzie Maxwell, MCCC graduates, Patrick Dunn and Christopher Slat collaborated in the creation of *Public Access*, a local sitcom which can be viewed on MPACT public television.

Tiffany Wright, Instructor of Early Childhood Development, presented to the Adrian Early Head Start “Adult-Child Interactions” on September 8, 2010, “Praise vs. Encouragement and Problem Solving” on September 15, 2010, “Intentional Teaching” on September 17, 2010, and “Grouptimes/Music and Movement” on September 29, 2010. On September 20 - 24, 2010, she presented to the Dayton, Ohio, Miami Valley Head Start, “The HighScope Combined Preschool Curriculum Course and Training of Trainers Course” and on September 25, 2010, she presented to the Metro Detroit AEYC conference, “Building Babies Brains” in Auburn Hills, Michigan. On September 29, 2010, Tiffany

Wright led a three-hour webinar for the Phoenix Public Schools Early Childhood Department on “Documentation and Assessment.”

Vinnie Maltese, Dean of Science/Mathematics, attended the Michigan Liberal Arts Deans meeting on October 8, 2010, at Grand Rapids Community College and he attended the Michigan Engineering Colleges Community Colleges Association Annual Meeting at the University of Detroit Mercy on October 15, 2010.

On October 14, 2010, **Tiffany Wright** presented to the Detroit Public Schools Great Start Readiness Program, “Small Group Time” and on October 15, 2010, she conducted classroom observations at the Detroit Public Schools Moses Fields Academy.

Vinnie Maltese served as moderator for the first round of the American Mathematical Association for Two-Year Colleges Student Mathematics League Competition on October 22, 2010.

On October 22, 2010, **Tiffany Wright** presented to the Osceola School District, St. Cloud, Florida, “Intentional Scaffolding” and she presented to the Detroit Public Schools Great Start Readiness Program “Scaffolding with SGT” on November 2, 2010 and “Intentional Teaching Part 1” on November 3, 2010. MCCC students attended the conference and her presentations.

Khadija Ahmed, Assistant Professor of Mathematics; and **Vinnie Maltese** presented “Redesign of Mathematics and Early Credit at Monroe County Community College” to Monroe County Mathematics faculty on November 4, 2010.

Vinnie Maltese presented “Redesign of Mathematics and Early Credit at Monroe County Community College” to Monroe County Career Technology Education faculty on November 4, 2010.

Dr. Mark Naber, Professor of Mathematics, refereed a paper for *Physics Letters A*, “A Subluminous Schrodinger Equation.”

On November 5, 2010, **Tiffany Wright** presented to the Newygo Public Schools Great Start Readiness Program, “Preschool Readers and Writers” and on November 12, 2010, she presented to the Hudson Falls, New York Early Head Start, “Infant and Toddler Development.”

On November 19, 2010, **Kathleen Shepherd**, Professor of Mathematics, conducted a math workshop at Northwest State Community College in Archbold as part of the state of Ohio’s “We are IT” program, a program designed to get high school girls involved in math and science.

During the Fall 2010 semester, **Kathleen Shepherd**, **James Vallade**, Assistant Professor of Mathematics; and **Patrick Wise**, Assistant Professor of Psychology completed doctoral level courses in Outcomes Assessment, Employment and Labor Law, and Learning and Teaching in Higher Education through the University of Toledo.

Dr. Terri Kovach, Professor/Reference-Technical Services Librarian, and **Stacy Goins**, Technical Services Assistant participated in a series of workshops on using digital records from the OCLC Corporation. OCLS is the world’s largest vendor of digitized library records and supports cataloging for audiovisual records. It also serves as a nationwide resource sharing program called WorldCat.

Dr. Terri Kovach participated in two workshops on *Resource Description and Access* (RDA) standards. RDA is the new international standard for digital records, which will be implemented in 2011 by the Library of Congress.

Mark Hall, Director of Admissions, attended the 2010 ASCA Circuit 6 Drive-In Conference in Kalamazoo. The agenda covered student discipline issues being confronted today by colleges and universities. Those relating to community colleges dealt with classroom discipline, freedom of speech, and enforcement of no smoking policies.



MONROE COUNTY
COMMUNITY COLLEGE

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