



# ABOUT MONROE COUNTY COMMUNITY COLLEGE

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## HISTORY

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Monroe County Community College is a public, two-year institution supported by tax monies from Monroe County, educational funds from the state of Michigan and student tuition. The Monroe County Community College District was formed on June 29, 1964, by the electors of Monroe County. On July 3, 1964, the district was given statutory authority under the provisions of Michigan Act 188 of the Public Acts of 1955 to function as a community college.

The 210-acre Main Campus is centrally located in Monroe County with easy access to Detroit and Toledo. The Whitman Center in Bedford Township near the Michigan-Ohio border offers a wide selection of courses.

### Monroe County, Michigan

French missionaries came to this territory as early as 1634. The river that flows through the center of the city of Monroe was named the River Aux Raisin because of the many grapes growing in the locality. A trading post and fort were established here in 1778. Francois Navarre was the first white settler in 1780. The first settlement was called Frenchtown, when about 100 French families came here from Detroit

and Canada. The American flag was first raised in Michigan in Monroe in 1796. In 1817, Frenchtown was renamed Monroe by Governor Lewis Cass in honor of President James Monroe. St. Antoine's Church on the banks of the River Raisin was the second church in the state.

Monroe County is located at the west end of Lake Erie and has a population of approximately 150,000. Parts of the county are industrialized, but much of it is also devoted to agriculture. The Port of Monroe is located on the St. Lawrence Seaway and could lead to increased business and industrial expansion. A modern hospital is located within the county. There are many opportunities to attend the church of one's choice.

Cultural and recreational facilities are available in the county and in nearby areas. The county is within easy driving distance of Detroit, Ann Arbor and Toledo. Other institutions of higher learning nearby include the University of Michigan (40 miles), Eastern Michigan University (35 miles), University of Toledo (20 miles), Wayne State University (35 miles) and the University of Detroit-Mercy (35 miles).

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## **MISSION STATEMENT**

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Monroe County Community College enriches and transforms lives by providing opportunity and excellence in higher education.

## **VISION STATEMENT**

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Monroe County Community College will be an innovative and progressive higher education institution and our community's first choice for quality post-secondary education.

## **CORE VALUES**

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Monroe County Community College is dedicated to these core values

- Comprehensive educational offerings
- Instructional excellence
- Transformational learning
- Cultivation of informed and participating citizens
- Entrepreneurial and responsive leadership to community needs
- Cultural enrichment
- Affordability
- Accessibility
- Valuing human diversity
- Ethical integrity
- Accountability to students and stakeholders
- To be a source of pride for the residents of Monroe County

## **EDUCATIONAL OBJECTIVES**

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MCCC provides higher educational opportunities to the community through

1. Offering freshman and sophomore college level programs in the liberal arts, sciences, and pre-professional fields for students who plan to transfer to four-year colleges and universities;
2. Offering one and two-year occupational and/or career programs for students preparing for employment in technical, business or health-related fields;
3. Providing general education courses and experiences integrated throughout the curriculum which will enable students to write and communicate effectively, utilize mathematics, and employ appropriate methods of critical thinking and problem solving;
4. Providing intellectual, cultural, and personal development for adults in a wide range of lifelong learning opportunities;

5. Working with governmental agencies and employers to develop training and retraining programs to meet the needs of an evolving economy;
6. Providing a strong complement of comprehensive support services to assist students in pursuit of their educational goals;
7. Collaborating with school systems, civic groups, educational institutions, individuals, employers and other constituencies to offer educational services and opportunities.

## **ACCREDITATION**

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Monroe County Community College is accredited by the Higher Learning Commission. Copies of documents regarding accreditation may be reviewed in the Office of the Vice President of Instruction.

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
www.hlcommission.org  
(800) 621-7440 / (312) 263-0456  
Fax: (312) 263-7462  
Email: info@hlcommission.org

## **Program Accreditations**

The following MCCC programs have earned specialized accreditation:

- Nursing  
Accrediting Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE  
Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
www.acenursing.org  
info@acenursing.org
- Respiratory Therapy  
Committee on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835  
www.coarc.com

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## **PHILOSOPHY**

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Monroe County Community College is dedicated to the philosophy that the nation's most precious resource resides in the diverse knowledge and abilities of its citizens. The college endeavors to provide educational opportunities to enhance this knowledge and refine these abilities.

The college offers its programs and services within a framework of ethical integrity in all relationships and practices.

The college believes that liberal admissions requirements are an essential part of its philosophy.

The college admissions policy affords equal opportunity for all qualified individuals for higher educational experiences.

## **ASSESSMENT PHILOSOPHY**

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Assessment at MCCC is a systematic and comprehensive examination of the college mission. Relevant academic and non-academic activities will be used to determine if the mission mandates continue to be met. Assessment illustrates that the college is committed to improving in all areas, particularly the central institutional mission: teaching and learning effectiveness.

Assessment at MCCC enables the institution to demonstrate concretely and convincingly that students are learning those skills, competencies and attributes necessary to successfully function as productive citizens. Assessment also provides our constituency with an ongoing reporting mechanism that indicates high-quality performance at an institution where public resources are effectively expended for the betterment of the MCCC district. The assessment process at MCCC provides an appropriate, self-determined accountability mechanism that provides assurances that MCCC continues to meet its institutional mission. It provides a clear avenue for reporting results to its accrediting organization and to the State of Michigan.

## **POLICY STATEMENT ON ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT**

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The Community College District of Monroe County, Michigan affirms its desire to create a work and study environment for all individuals that is fair and responsible. The college endeavors to support an environment that will support, nurture and reward career and educational goals on the basis of relevant factors such as ability and work performance.

The college believes that illegal discrimination and sexual harassment are inconsistent with a supportive environment, and as such, endorses all applicable state and federal legislation, which includes the Elliot-Larsen Civil Rights Act (Michigan) and the 1964 Civil Rights Act (Federal) involving prohibiting discrimination or harassment in employment and in the utilization of education facilities.

It is therefore the policy of the college that no employee or qualified person participating in a college-sponsored program, service or activity shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status.

It is furthermore the policy of the college that any illegal acts of discrimination or sexual harassment of students or employees will be considered as unacceptable and impermissible conduct. Such acts will not be condoned or tolerated by the college. The college will investigate any allegation of illegal discrimination or sexual harassment. If inappropriate behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline up to and including termination, and any student found to have engaged in prohibited discrimination or sexual harassment is subject to immediate discipline, up to and including expulsion.

No employee or student will be disciplined or retaliated against for making a good faith complaint or request for investigation pursuant to this policy.

The college's Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is the Director of Human Resources, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, phone 734.384.4245.

For procedural information, please see the website at [www.monroecc.edu](http://www.monroecc.edu).

## **POLICY STATEMENT ON SOCIAL SECURITY NUMBER PRIVACY**

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The State of Michigan Public Act 454 of 2004 establishes regulations to help ensure the privacy of student Social Security numbers. This includes the proper use, disclosure and disposal of student Social Security numbers.

The Community College District of Monroe County, Michigan will follow procedures to ensure that these requirements are met.

For procedural information, please see the website at [www.monroecc.edu](http://www.monroecc.edu).

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## **MAIN CAMPUS**

The Monroe County Community College campus, located on South Raisinville Road, opened for students in October 1967. The campus buildings are related to one another by an attractively landscaped center mall. Each building is both functionally and esthetically designed.

The Campbell Learning Resources Center is the focal point of the campus. This two-story building contains classrooms, faculty offices and the necessary space to house library facilities for a collection of more than 46,000 volumes and more than 300 current subscriptions, as well as electronic access to thousands of magazines and journals.

The Audrey M. Warrick Student Services/Administration Building, across the mall from the Campbell Learning Resources Center, provides dining facilities, a recreation area and a bookstore for the student body. In addition, this facility houses four community-use conference rooms, a student lounge, an art room, the Cuisine 1300 restaurant and a beautiful courtyard. Student Government conducts its activities from this facility. The counseling, admissions, administrative and general offices are also located in this building.

The technology buildings are two separate units connected by a covered walkway. The East Technology Building contains an art studio, and business education rooms. The West Technology Building houses the Regional Computer Technology Center, classrooms and offices.

The Life Sciences Building, located across the mall from the technology buildings, contains offices, the student newspaper, and laboratories and classrooms related to the physical and natural sciences. The building also contains two auditorium-type lecture halls and a climate-controlled greenhouse.

The Gerald Welch Health Education Building, located on the north end of campus, houses the nursing, respiratory therapy and physical education program classrooms and laboratories, a multi-purpose room, a dance-aerobics room and a fitness center.

In the latter part of 2004, the college opened the La-Z-Boy Center and Meyer Theater. This 52,000-square-foot building combines facilities equipped for education and training with a performing arts venue. The La-Z-Boy Center also houses the Corporate and Community Services Division offices.

The 60,000-square-foot Career Technology Center opened during the 2013-14 academic year and houses programs related to applied sciences and engineering technology curricula.

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## **LEARNING RESOURCES CENTER**

The Learning Resources Center provides students and faculty with services, print materials and online resources selected to support the college curricula and promote independent research and lifelong learning. Located on the first floor of the Campbell Learning Resources Center, the Library includes areas for quiet and group study, workstations for Internet access, online databases, reserve class materials, wireless access and journal articles in both print and online formats. Learning Resources Center faculty and support staff are available to assist students and faculty in all phases of library services. Reference librarians provide both individual reference help and research education sessions for specific classes.

Classrooms, faculty offices and the Learning Assistance Lab are located on the second floor of the Campbell Learning Resources Center. The Little Theatre, Information Systems Office and additional classrooms are located on the lower level.

### **LEARNING ASSISTANCE LAB**

The Learning Assistance Lab provides academic support services as well as services to students with disabilities. The goal of the LAL is to help students improve their classroom performance and achieve academic success. All LAL services are free to MCCC students. The LAL is located in Room C 218. Appointments can be made in person or by calling 734.384.4167.

### **Tutoring**

Tutoring is available for many MCCC courses. Most tutoring is done one-to-one, and group tutoring is sometimes scheduled when students request it. Although walk-ins are accepted, appointments should be made to ensure a time is reserved for you. Tutoring is also available to help students improve their study strategies.

### **Writing Center**

Student Writing Fellows assist with all stages of the writing process from pre-writing to revision and editing. The Writing Fellows are students who have demonstrated writing ability in ENGL 254 (Advanced Composition). Many courses at MCCC are assigned a Writing Fellow; however, assistance on any writing project is also available by appointment in the LAL.

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## Supplemental Instruction

Group study sessions are led by a trained student leader for selected courses. The leader attends class, takes notes, reads the assigned materials and conducts two study sessions per week. The scheduled group study sessions are informal and have been proven to be helpful.

## First Steps for Classroom Success Workshop

“First Steps” is a free workshop designed for first-time college students and students without recent classroom experience. Any MCCC student is welcome to attend. The workshop topics include:

- Adapting to the academic demands of college
- Goal setting and time management
- Learning styles
- Note-taking skills
- Test-taking skills
- Math skills

Visit our webpage at [www.monroecc.edu/lal/lal.htm](http://www.monroecc.edu/lal/lal.htm) for First Steps workshop dates. Call 734.384.4167 or stop by Room C 218 to register.

## DISABILITY SERVICES

Students with disabilities may be eligible for classroom and test accommodations, as well as access to all college facilities and programs. Accommodations are intended to “level the playing field” as much as possible, so the student with a disability has an equal opportunity to succeed. Access is provided while maintaining high academic standards.

Disability counselors are available to assist students with disabilities in all aspects of their educational planning. Students may schedule an appointment with a disability counselor in the LAL to request accommodations, plan their schedule, obtain career and transfer information and receive collaborative services with outside agencies.

## Process for Requesting Accommodations for Students with Disabilities

1. Under the Americans with Disabilities Act, the Americans with Disabilities Amendments Act (2008) and the Rehabilitation Act of 1973, an individual with a disability includes any person who has a physical, learning, emotional, behavioral or mental impairment that substantially limits one or more major life activities.
2. At least 10 business days prior to the start of the semester, the student should schedule an appointment with a disability services counselor. Eligibility for services will be determined by information gathered from the student interview and any documentation provided.
3. Any documentation and information that the student can readily share during the initial appointment – such as accommodation history; educational or medical records; reports and assessments created by health care providers, school psychologists, teachers or an educational system – is helpful. Examples of documentation may include a psychological evaluation, 504 Plan, IEP (Individual Education Plan), SOP (Summary of Performance) or report of teacher observations. Providing current and relevant information during the initial appointment can save the need for repeat trips to the Disability Services Office.
4. The student interview will focus on how the condition impacts the student in the academic environment. This interactive process will enable the counselor to determine how the disability is connected to a barrier and if an accommodation would provide access.
5. Information gathered during the initial interview will be reviewed by the Disability Services Review Committee. If recommendations are included in the documentation, they will be considered together with the total assessment, the specific program and class, and information provided by the student during the interview. Appropriate accommodations will be determined on an individual basis.
6. Within 10 business days of the initial appointment, the student will be notified in writing of the outcome of their request either by mail or in person.
7. It is the responsibility of the student receiving an accommodation to:
  - Notify or leave a message with Disability Services if he/she will not be attending class due to a disability-related absence by calling 734.384.4167.
  - Use the same procedure to notify Disability Services if he/she has difficulty with any accommodation (i.e., note taker, scribe, interpreter).
8. All accommodations are provided free of charge. Cooperative agreements through a third party (i.e., Michigan Rehabilitation Services, Bureau of Services for Blind Persons) will be considered.
9. Any loaned equipment must be returned to the Disability Services Office within one week of the end of the semester. Failure to return equipment will result in a financial hold on the student's record.
10. Accommodations are made on an individual basis each semester. Prior to each semester, students need to meet with a disability services counselor to review their accommodation status and complete appropriate paperwork.

11. Non-credit students seeking accommodations must meet with a disability services counselor each time they register for a class.
12. Student confidentiality will be observed and no documentation or information will be released without the student's written consent.
13. Reasonable attempts will be made to accommodate individual needs. However, this is not a guarantee that accommodations will be provided exactly as requested.

## **BOOKSTORE**

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The Bookstore is located in the Audrey Warrick Student Services/Administration Building. The Bookstore sells new and used books, e-books, book bags, school supplies, clothing, gift items, greeting cards and snack foods.

Students should keep books in original condition (by not opening packages, opening access codes or writing in them) until they are certain there is no need to return them. A full refund is given within the first week of classes. A cash register receipt **must** accompany all returns. Check the Bookstore for refund and exchange policies.

Prior to the beginning of the each semester, students can order their textbooks online at the Bookstore website using a credit card as a form of payment. These orders can be picked up on Main Campus, delivered to the Whitman Center for pickup or shipped directly to their home.

The Bookstore will buy back books depending on the requirements for the upcoming semester. Typically, the Bookstore will pay 50 percent of the current new book price. A used book wholesaler may buy back additional books that have market value during "Book Buy Back," which is held during the last three days of Fall and Winter semesters. Information on upcoming buy backs, including days and times, is available by calling the Bookstore or checking the website: [www.monroecc.edu/bookstore](http://www.monroecc.edu/bookstore).

The Bookstore offers select titles for in-store rental. Students must have a credit card to secure rental titles. For more information, please contact the Bookstore.

For titles not available to rent in the Bookstore, a third-party vendor rental service is offered. Visit the Bookstore webpage and look for "Rent and Save."

## **CORPORATE AND COMMUNITY SERVICES DIVISION**

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The basic mission of the Corporate and Community Services Division is to provide a variety of educational opportunities to adults within the college service area. Courses and programs are designed in response to education and training needs expressed by individuals, community groups, and business and industry, as well as demands for enrichment and recreational activities.

The CCS Division of Monroe County Community College is a comprehensive educational provider to many segments of the community. The diverse offerings and services touch a wide variety of citizens and organizations.

Community service programs and activities are an ongoing part of the division. Community service programs include the annual Business and Industry Luncheon and other programs that reflect the diverse interests of the community. For more information regarding the services available through the CCS Division, visit the website at <http://www.monroecc.edu/ccs/corporat.htm>.

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## Customized Training

The CCS Division plays a significant role in economic development activities throughout Monroe County by providing training programs designed to maintain a competitive work force. Through contract education with area business and industry, specific training programs may be offered on site at the workplace. CCS personnel are regularly involved in county-wide programs with the Chamber of Commerce, the Business Development Corporation, and a variety of governmental agencies and organizations dedicated to economic development. The college does participate in the Michigan New Jobs Training Program, which provides funding to area employers for workforce training.

For information on specific training programs available, or to view a current schedule of training classes, visit the CCS Division website at [www.monroecc.edu/ccs/training.htm](http://www.monroecc.edu/ccs/training.htm).

## Lifelong Learning

The Lifelong Learning Office provides educational opportunities for adults in a wide range of non-credit, non-degree programs. Through the Lifelong Learning schedule of classes, published twice a year, a variety of classes and programs are offered for professional development in business, computers, construction, real estate, industrial technology, medical skill training and professional relicensure. Personal interest, crafts/hobby, sports/recreation and health/wellness classes are also offered for individuals seeking personal development and leisure activities.

Evening and weekend class offerings, one-night classes, one-day workshops and an easy registration process that includes Web registration are just some of the many advantages that Lifelong Learning offers to the adult student at MCCC.

For specific class information or to receive a current schedule of classes, contact the Lifelong Learning Office, located within the Corporate and Community Services Division office (Room 286 of the La-Z-Boy Center) at 734.384.4127, or visit the CCS Division website at [www.monroecc.edu/ccs/lifelong.htm](http://www.monroecc.edu/ccs/lifelong.htm).

## Workforce Development

The Workforce Development Office assists current and former Monroe County Community College students, as well as alumni and county residents, in locating job opportunities in the surrounding employment area. The Workforce Development Office provides information regarding available part-time, full-time, permanent and temporary positions in a wide variety of occupational areas. Student assistant positions in all areas of the college are also available through the Workforce Development Office.

Upon registration with the Workforce Development Office, students and job seekers can obtain job information, post resumes and contact potential employers. They also have access to a variety of job seeking skills seminars, assistance with resumes and reference materials.

Area employers use MCCC's Workforce Development Office free of charge to post available jobs and access qualified candidates registered with the office.

If you would like more information about registering for employment opportunities or posting a job, contact the Workforce Development Office at 734.384.4229 or visit the website at [www.collegecentral.com/monroecc](http://www.collegecentral.com/monroecc).

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## WHITMAN CENTER

The Whitman Center, located in a picturesque setting on Lewis Avenue in Bedford Township, is administered by the vice president of student and information services and exemplifies the community service commitment of the college. Opened in the fall of 1991, the Whitman Center is designed to serve the residents of Southeast Michigan and Northwest Ohio and offers a wide range of credit courses applicable toward an associate degree or transfer to a four-year institution. The center also offers Lifelong Learning classes, customized training and a variety of unique programs and exhibits for the community. Students are able to complete all registration functions at this site.

Prior to the beginning of the Fall and Winter semesters, Whitman Center students may pre-order their books for pick up at the Whitman Center during designated days and times. Pre-order is available for students paying with financial aid, cash or check. Information for pre-ordering is available by visiting the college website and following the Whitman Center Quick Link or at the Bookstore website. Students paying with a credit card may purchase books online from the Bookstore website with delivery options available. The Center has a Business Learning Lab staffed by computer technicians, and a student lounge provides an opportunity to relax or work in groups.

For more information on Whitman Center office hours, available classes, counseling appointments, etc., visit [www.monroecc.edu/whitman/](http://www.monroecc.edu/whitman/).

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## **STUDENT ORGANIZATIONS AND ACTIVITIES**

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Monroe County Community College supports student organizations and activities. It is believed that such programs contribute to the overall intellectual, social and emotional development of students. Participation in campus-sponsored activities can be a source of opportunity for 1) leadership development, 2) cultivation of broader interests, 3) recognition of achievements, 4) encouragement of social skills and 5) practice in the skills of citizenship.

Opportunities are available for individuals to participate in extracurricular, student-sponsored organizations and activities and to help organize new programs or direct existing ones. Much of the responsibility for the types of student programs and their management rests with the student body. However, all organizations and activities must have the support of a staff adviser. The following list represents some of the extracurricular student-administered activities that are available at Monroe County Community College:

- Student government
- Student clubs:
  - Academic interest groups
  - Special interest groups
- Vocal and instrumental music

Contact the events/student activities coordinator at 734.384.4201 or via email at [tryder@monroeccc.edu](mailto:tryder@monroeccc.edu) for more information.

## **CAMPUS AND COMMUNITY EVENTS**

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The college sponsors a wide array of cultural, educational and recreational events throughout the year for students and the entire community. These events are administered by the Office of Marketing and Communications. A monthly calendar of exhibits, demonstrations, lectures, slide shows, concerts, plays, athletic and seasonal events is available, spotlighting well-known regional and national artists. Many events are free and all are open to the public. For more information, to view the calendar of events, or to purchase tickets online, visit [www.monroeccc.edu/theater/](http://www.monroeccc.edu/theater/).

## **FITNESS CENTER**

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The Fitness Center is available to all MCCC students and staff free of charge. MCCC Alumni Association members also have access to the facility for a modest annual fee. Located in the Gerald Welch Health Education Building on the north end of the campus, the Fitness Center is equipped with a full range of exercise equipment for cardiovascular workouts and strength training. Lockers and shower facilities are available. Visitors must present a photo ID and complete an orientation session to utilize the exercise equipment. For more information and hours of operation, visit the website at [www.monroeccc.edu/fitnesscenter/](http://www.monroeccc.edu/fitnesscenter/).

## **GIFTS AND BEQUESTS - THE FOUNDATION AT MONROE COUNTY COMMUNITY COLLEGE**

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Established in 1998, The Foundation at Monroe County Community College is a non-profit corporation designated by the college's Board of Trustees as the development and enrichment organization for the college. The Foundation receives and administers private gifts, bequests and donations to benefit Monroe County Community College. The Foundation, through its fund raising activities and financial awards, seeks to enhance the educational, cultural and financial strength of the college.

A board of directors, comprised of distinguished business and community leaders as well as MCCC faculty and staff, develops The Foundation's policies and activities. Each member brings to the board a unique combination of experiences, skills and perspectives that assist The Foundation in meeting its goal of providing a vehicle for contributions to support college programs and activities.

A portfolio of giving opportunities is available. Each giving opportunity is within a framework that respects the wishes and charitable choices of the donor. The giving programs enable the donor to receive maximum tax benefits under existing tax laws. Donations may be cash, securities, gifts made through a will or trust, insurance and/or real estate and personal property. The donation may be awarded for specific purposes or given without restrictions to the general fund. Gifts are provided for scholarship, program enrichment, special purchases, faculty/staff mini-grants, special events, physical facilities and other projects that augment high-quality education at Monroe County Community College.

For more information, contact The Foundation at Monroe County Community College at 734.384.4214 or visit The Foundation at MCCC website at [www.monroeccc.edu/foundation](http://www.monroeccc.edu/foundation).