

# QUARTERLY update

*To the Board of Trustees, Faculty and Staff*



**SPRING 2014**

**From the Office of the President**

1555 South Raisinville Road, Monroe, Michigan 48161

## **Focus on Assessment**

The faculty is finishing up the first three-year cycle of assessing general education. At the end of Winter 2014 Semester, 3 of 9 general education competencies will have been assessed over a full three-year cycle. Continuing assessment of 5 of the other 6 competencies is ongoing and follows the same three-year cycle. Faculty is also working on program assessment. Assessment results are available on the Office of Institutional Research, Evaluation and Assessment website (<http://www.monroecc.edu/assessment/generaleducation.htm>).

## **STEM Initiative**

A group of faculty members from multiple occupational areas and disciplines are in the process of developing a Science, Technology, Engineering, and Mathematics (STEM) website in conjunction with the Marketing Department. Tracy Rayl, assistant professor of biology, is leading the effort, and Beth Waldvogel, coordinator of Web services, is programming and designing the site, which will publicize recommended course selections for students intending to transfer to a four-year college in a STEM area, MCCC STEM-related program sheets and applicable articulation agreements between MCCC and receiving institutions.

The college is looking for opportunities to support this initiative with emphasis on working with K-12 schools on early exposure to STEM curriculum, careers and readiness for postsecondary study. MCCC recently submitted a \$3 million grant proposal to the National Science Foundation on the topic of increasing preparation for study in postsecondary STEM careers and programs, as well as building on MCCC's capacity to provide related programming and enhance articulation agreements with four-year colleges. As part of the proposal, \$100,000 in grant funds awarded by DTE Energy to MCCC would be leveraged for the purpose of increasing the number of students from underrepresented groups who enroll in STEM majors and career programs.

## **Whitman Center Survey**

The first of two studies designed to provide student and community feedback regarding utilization of the Whitman Center was completed in January. Results from the current student survey showed the typical student at Whitman to be female, between the ages of 17 and 24, working part-time and enrolled for 9 credit hours. About 60 percent of the 455 respondents indicated they are taking classes to transfer to a four-year college. The respondents also indicated overall satisfaction with instruction and services at the Whitman Center. The overwhelming majority of respondents (98 percent) were taking classes only at MCCC. Results of the survey are available on the Office of Institutional Research, Evaluation and Assessment website. The next phase of research will concentrate on community feedback via survey and/or focus groups.

## **Humanities Division**

The **2015 Study Abroad trip** will include stops in the Netherlands, Germany, Switzerland, Italy, France, Great Britain and Ireland. All travelers are required to sign up for at least one of three courses taught by Dr. Joanna Sabo, Wendy Wysocki and Gary Wilson. This will be MCCC's fifth Study Abroad trip. Previous trips took students to Spain, Western Europe, Southeast Asia, Central Europe, Austria, Hungary, Poland and the Czech Republic. The initial trip was filled to capacity, so another trip is being added.



## Health Sciences Division

- The registered nursing program successfully completed three reviews on the way to **Accreditation Commission for Education in Nursing (ACEN)** continued accreditation and removal of warning status. The evaluation team announced that it evidenced compliance for all six standards of accreditation and would recommend continued accreditation for eight years (the maximum period) with removal of warning status to the ACEN Evaluation Review Panel (ERP). The ACEN Evaluation Review Panel met on January 31, 2014 in Atlanta. The ERP upheld the visiting team's recommendation from its fall visit. The third and final stage of review was by the ACEN Board of Commissioners. The college received notification of the final action in April.

The Health Sciences Division thanks everyone at the college for supporting the nursing program, particularly in relationship to preparing the recent ACEN self-study and related campus visit, with special thanks to **Dean Kim Lindquist** for her unwavering leadership, the registered nursing faculty (**Nicole Garner, Tracy Giacomini, Dawn Lymond, Denise Robinson, Michelle Schwartz, Lori Biggs**, nursing program coordinator, and **Rachel Riffle**, administrative assistant, for the immense amount of work they put into this project.

- The revised **registered nursing program** was implemented in the Fall 2013 Semester. The curriculum is based on current national nursing education standards and includes new program mission, vision and philosophy statements. New program, semester-leveled and course student learning outcomes have been implemented. These outcomes drive all instruction and assessment, as documented in lesson plans for every course and learning activity (in the classroom, lab and clinical), test blueprints for every exam and a new clinical evaluation tool that allows faculty to fully assess achievement of learning outcomes. In addition, every course and program evaluation tool used by students to provide feedback regarding the program have been revised and implemented. This allows the program valid and reliable data in which to make program improvement decisions. Work continues on reducing program credit hours and ensuring that the program meets national requirements (5 semesters, 60 - 68 credit hours), including work on admission criteria and plan of study.

## Excellent Nursing Licensure Performance

MCCC registered and practical nursing students continue to out-perform their counterparts on the NCLEX licensing exam nationwide.

- The number of **practical nursing program** applications was down this semester. The dean and faculty are looking at the prerequisite requirements for application to the program. It is feared that requirements put into place over the last few years to ensure students had the knowledge base necessary to be successful in the program are too limiting – they require students to take 2-3 semesters of coursework prior to applying to the program. The Nursing Department is working toward more reasonable requirements that adequately prepare students for the program, are in line with the program requirements for the registered nursing program (to streamline articulation to the RN program) and allow students to complete the program in a reasonable time frame (i.e., one semester plus program). All nursing faculty are working on advanced standing for PN students in the RN program. In December 2013, 18 students graduated from the program. A new full-time PN faculty member, **Lindi McClure**, began in the Fall Semester.

## Science/Mathematics Division

- **Dr. Maris Fonseca**, associate professor of biology, is first author of a publication from research at the University of Michigan, published in the journal "Infection and Immunity" (2014 82(2):720). It is entitled "The *phtC-phtD* locus equips *Legionella pneumophila* for thymidine salvage and replication in macrophages." The authors are: Fonseca, John-Demian Sauer, Sebastien Crepin, Brenda Byrne and Michele S. Swanson.
- **Dr. Melissa Grey**, assistant professor of psychology, presented the research paper, "Sex Doesn't Always Sell: Women Lose the Power to Persuade Under an Objectifying Lens" at the Faculty Research and Creative Activity Summit in the fall. She also:
  - o Facilitated a workshop for MCCC Gay-Straight Alliance entitled, "Queer it up: A Discussion and Exercise in How to be an LGBT Ally at MCCC" in the fall.
  - o Served as an invited panelist for Jackson Community Forum on Adoption and Same-sex Parenting.
  - o Served as a panelist for the MCCC forum on the Heroin Epidemic in Monroe County.
  - o Presented invited workshops on prejudice reduction for "Hope is Ready" in Holland, Mich., Michigan State University and Unitarian Universalist Church of East Liberty.
- Vinnie Maltese, dean of science/mathematics, presented, "Redesign of Developmental Math Update" at the Michigan Mathematical Association of Two Year Colleges annual conference in the fall at Oakland Community College.

- **Dr. Mark Naber**, Professor of Mathematics, reviewed the paper, “General Lattice Model of Gradient Elasticity” for the journal, *Modern Physics Letters B*.
- **Dr. James Vallade**, professor of mathematics, successfully defended his dissertation, earning a Ph.D. in higher education from the University of Toledo.

### Applied Science and Engineering Technology Division

- MCCC hosted the following events in the Career Technology Center in the fall:
  - **American Nuclear Society Meeting.** This included tour of the CTC and Fermi Display located inside.
  - **First-ever N.W. Ohio/S.E. Michigan Solid Works Users Group Conference.** Professor of Mechanical Design Technology **Dr. Dean Kerste** organized the event, and nearly 100 professionals from many industry partners attended to learn about relevant topics in the use of Solid Works CAD software. The event was funded in part by a \$1,500 MCCC Foundation Enhancement Grant and \$3,500 in company donations.
  - **Great Lakes Renewable Conference Professional Society Meeting.** More than 40 renewable energy professionals from all over Michigan attended the event. ASET faculty **Alex Babycz** and **Thomas Harrill** presented on renewable energy courses and related training opportunities at the college.
  - **NCLSI Metrology and Instrumentation Regional Chapter Meeting.** Industry partners from BOSCH, GM, Chrysler, Ford Motor Company, DTE Energy, among others, attended this technical conference on measuring standards, as well as developments in the metrology field. The event was organized by **Mike Taylor**, adjunct instructor in the ASET Division.
  - **Home Builders and Remodelers Association Meeting.** More than 30 professionals from the construction industry were in attendance. The event was organized by **Barry Kinsey**, director of workforce development and **Alex Babycz**.
  - **Apprentice Coordinators Luncheon.** Coordinators from Ford, MTS, Meijer Distribution, Ort Tool and Die, MTS Seating, L&W Engineering, Axis Engineering and National Galvanizing were in attendance to learn about ASET programs and tour the CTC.
  - **High School Counselors Tour.** More than 30 area high school counselors toured the CTC.
- Three MCCC ASET Division students were each awarded a **\$700 scholarship** at the American Welding Society Detroit District Scholarship Night at Washtenaw Community College. The event was attended by MCCC faculty member **Roop Chandel**, adjunct faculty member **Ed Baltrip** and **Peter Coomar**, dean of the ASET Division. Five MCCC students from the ASET Division were awarded a total of **\$13,000 in scholarships** from Lawrence Technical College for continued study in engineering-related fields. The award is made possible through an LTC-led National Science Foundation STEM Grant, of which MCCC is a partner.
- The ASET Division **took possession of a Z Corp rapid prototyping machine** donated by FEDCO. The equipment is valued at over \$45,000, and will find ready use in developing prototypes for the mechanical design program.
- Baker’s Gas offered a “Lunch and Learn” training session on **Miller Pipeworx Welder equipment** it donated to MCCC. The session was for all MCCC welding faculty and students. The brand new equipment is valued at more than \$8,000.
- **Martin Dubois**, assistant professor of mechanical engineering technology, presented an update on the MCCC nuclear engineering technology program at the annual Michigan TRENDS in Occupational Studies conference in the fall.
- **Tom Harrill** organized a TESLA Model S electric car display in the fall.
- **Peter Coomar** presented “Office Ergonomics” to support staff members as part of their professional development program.

### Corporate and Community Services Division

- **Campus & Community Events.** The **10th Anniversary of the La-Z-Boy Center and Meyer Theater** started off with one of the first groups ever to perform there: “1964: The Beatles Tribute.” About 400 people were in attendance. October brought the return of comedian Heywood Banks to the stage and 385 attended that show. Crystal Bowersox also took the stage and gave a crowd of 525 a wonderful show. October ended with the College Symphony Band and Agora Chorale performing for a standing-room-only crowd. The only show in November was “Hot August Nights – A tribute to Neil Diamond” with 450 in attendance. In December, “Sister’s Christmas Catechism” was sold out. A donation – collected from the audience – of \$975 was made to the IHM Sisters. The Agora Chorale had 175 people at its winter show and the Symphony Band wrapped up the 2013 season with 500 people at its holiday performance.

## ROOM RESERVATION ACTIVITY – SEPTEMBER – DECEMBER 2013

	MCCC Events	Count	Web Confirmed	Non-MCCC Events	Count	Net Sales	Discounts	Gross Sales
Sept. 2013	172	1,797	41	130	1,732	\$3,097.00	\$5,250.00	\$8,347.00
Oct. 2013	207	3,278	63	156	1,916	\$4,933.00	\$4,970.00	\$9,903.00
Nov. 2013	149	1,695	55	156	2,184	\$8,808.00	\$9,425.00	\$18,233.00
Dec. 2013	124	2,505	44	102	2,204	\$8,843.00	\$4,980.00	\$13,823.50
<b>Totals</b>	<b>652</b>	<b>9,275</b>	<b>203</b>	<b>544</b>	<b>8,036</b>	<b>\$25,681.00</b>	<b>\$24,625.00</b>	<b>\$50,306.00</b>

## FITNESS CENTER ATTENDANCE (FALL 2013)

Group Type	# of New Visitors	# of Visitors	# of Visits	Visitor Hours	Avg. Hrs. Per Visit
Alumni	1	14	250	293.3	1.17
Alumni Spouse		2	26	30.47	1.17
Staff Member		9	94	96.43	1.03
Staff		21	195	183.68	.94
Student	178	352	2025	2,090.72	1.03
<b>Totals</b>	<b>179</b>	<b>398</b>	<b>2590</b>	<b>2,694.60</b>	<b>1.04</b>

- **Community Service.** The following events were hosted by MCCC, and as part of the college's community service initiative, the room rental fees were waived, either partially or entirely. Other fees associated with the events, such as special set-ups, custodial, security, food service, etc., were invoiced as usual. **Total attendance at the following events based upon room permit information was 9,275 and the total fees waived were \$24,625.00**

DTE Energy/Fermi II  
 Erie Shores Bird Association  
 Four Star Green House  
 Genealogical Society of Monroe County  
 La-Z-Boy Incorporated Meetings  
 Siena Heights College Classes  
 Eastern Michigan University  
 Miss Monroe Scholarship Pageant  
 Monroe County Chamber of Commerce  
 Monroe Environmental Corp.  
 Monroe Mercy Hospital Fantasy of Trees  
 Monroe Middle College Classes  
 Monroe Public High School  
 Monroe Public Elementary Schools  
 Meadow Montessori School  
 MCISD Special Olympics  
 Turtle Island Dream Keepers  
 Vex Robotics 2013

- **Facility Management.** In the months of September, October, November and December MCCC hosted several events and meetings. Among them were DTE Fermi Emergency drills, the Fantasy of Trees Fundraiser by

Mercy Memorial Hospital, La-Z-Boy meetings, Monroe Public School meetings, numerous holiday shows and several holiday luncheons by area employers.

- **Fitness Center.** The MCCC intramural basketball league ran two sessions in the fall with each with four teams. Nearly 60 students participated. Nearly 20 MCCC employees participating in HAWG (holiday avoid weight gain challenge). The college also received a new Landice treadmill for the fitness center.

## LIFELONG LEARNING ENROLLMENTS (includes Customized Training)

FALL 2013

	Total Enrollment	Contact Hours
Main Campus – Lifelong Learning	692	7,967.5
Customized Training (on/off campus)	128	2,241.6
Business & Industry Training	133	872.4
Online	34	4,916.4
Off Campus	8	60.0
Whitman Center	65	1,097.4
<b>Totals</b>	<b>1,060</b>	<b>17,155.3</b>
<b>Total Unduplicated Headcount</b>	<b>736</b>	

- **State/Federal Training Grants & Michigan New Jobs Training Program.** The Michigan New Jobs Training Program project with Ventower Industries has, to date, resulted in approximately \$148,000 in payroll taxes being diverted to reimburse the company for training expenses. A total of 104 employees have received training through this effort, and the cumulative training hours amount to 5,986 hours.
- **Training Delivered.** The Business and Industry Institute Training schedule is available online at <http://www.monroecc.edu/ccs/TrainingCalendar.pdf>. This is a schedule of customized training sessions that are public classes but are promoted directly to area companies via an email list developed by the CCS Division. This is designed to provide customized training opportunities for the small- and medium-sized companies that may not have enough employees to contract for an entire class on-site.

<b>Business &amp; Industry Institute Training</b>	<b># Trained</b>
Defensive Driving	6
HAZWOPER 8 Hr. Refresher	6
Healthguard Professional Food Manager Certification	9
MIOSHA – When MIOSHA Enforcement Visits	15
Resume & Interviewing Workshop	20
Workplace Inspection for General Industry	30
<b><u>Contracted Training</u></b>	
<b>Four Star Greenhouse, Carleton</b>	
Confined Space and Hazard Safety	5
<b>Guardian Industries Corporation, Carleton</b>	
Confined Space and SCBA Annual Refresher	11
<b>Johnson Matthey Testing, Taylor</b>	
HAZWOPER 8-hour Refresher	11
First Aid/CPR/AED	9
<b>Milan Metal Systems, Milan</b>	
Hazwoper 8-hour Refresher	6
<b>Milton Manufacturing, Detroit</b>	
Mechanical Blueprint Reading	8
<b>Monroe Bank &amp; Trust, Monroe</b>	
Speaking in Public	8
<b>Monroe County Intermediate School District, Monroe</b>	
Jr. Master Gardner and Greenhouse Basics Program	15
<b>National Galvanizing, Monroe</b>	
National Career Readiness Certification	5
<b>Ventower Industries, Monroe</b>	
First Aid	40
<b>TOTAL</b>	<b>204</b>

### **Whitman Center**

- The full-time computer lab technician at the Whitman Center, Dagmar Martin, announced her resignation, effective the beginning of September. Her position was filled temporarily with two adjunct faculty members until the end of December. **Beth Waldvogel**, coordinator of Web services, took on the **extra duties of full-time computer lab technician at Whitman in a combined position in January**. This move, which resulted in **significant cost savings to the college**, was proposed by Waldvogel to Director of Marketing **Joe Verkennes** and Dean of Business **Paul Knollman**, who worked together to make the change a reality.
- At the beginning of Fall Semester, **Student Government held a barbecue** for the students and staff to welcome them back for the start of the academic year.
- During the months of September and October the library put up a display at Whitman entitled, **“The Muslim Journeys Bookshelf.”** This selection of books and movies covered diverse perspectives on the people, places, histories, beliefs, practices and cultures of Muslims in the United States and around the world.
- In the fall, a **Community Home and Safety Seminar** was held that showed residents how to get involved in the community in order to discourage and prevent crime as well as effective ways to report information to local law enforcement.
- The Whitman Center welcomed the **Bedford Artist Club** to fill the walls and display case with art from the club members for two weeks in the fall. More than 50 pieces of two-dimensional and three-dimensional art were brought in from more than 17 members. A reception was held on November 6, and 10 people attended.
- On November 16, the Whitman Center hosted a **“Scrap for Scholars”** fundraiser. Twelve people came together and spent the day scrapbooking and making cards to raise money for the Kimberly Reaume Memorial Scholarship fund. A total of \$372.39 was raised for the scholarship.
- Also in November, Student Government showed school spirit at Whitman by creating a **“Thankful Board”** with more than 30 messages of people stating what they were thankful for this year, and also took up a collection of canned foods that was donated to God Works.
- On December 16, Whitman Center participated in the campus-wide, **One-Stop Holiday Registration Day**. The center advised 26 students and administered 16 compass tests.
- An informational display on **POPSS** (Perkins Occupational Populations Support Services) was displayed for students and staff in December.

- December also featured a community outreach effort during which the staff and students collected food for the **Bedford Business Association food drive and Toys for Tots** for the Goodfellows' toy drive. Both collections benefited those in need in the Bedford community.
- Throughout the Fall Semester, students were able to interact with **transfer representatives** from the following colleges: Eastern Michigan University, Mercy College, Spring Arbor University, Tiffin University, Franklin University and the University of Toledo.

### Credit Enrollment (Generated Credit Hours) at Whitman Center

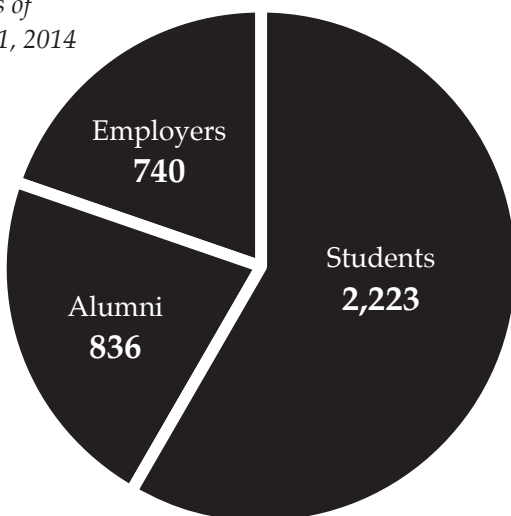
	Fall 2012	Fall 2013
Billable Contact Hours	4300	3225
Sections Available:	68	59
Unduplicated Headcount:	676	522
Average Class Size	19.8	17.4

### Workforce Development

- During the fall, the Office of Workforce Development worked on three major projects.
  1. Annual Graduate Survey that will be published this spring.
  2. 4th Annual Career & Opportunity Expo in April.
  3. Safety Day on March 5.
- New Jobs Posted September-January
  - September 39
  - October 44
  - November 50
  - December 19
  - January 40

### Registered Users of the Workforce Development Employment Services

Website as of February 1, 2014



- Website activity for the months between September 2013-January 2014
  - 224 new students/community members registered for our services
  - 85 alumni registered for our services
  - 75 employers registered for our services
  - 203 open positions were posted to our website by employers for our users to view
  - 211 resumes were reviewed by employers
- For the months of September 2013-January 2014, 125 individuals were assisted with their resumes. This compares to 67 for the last reporting period and 93 for the same period last year. Assistance includes a review of the resume with suggestions for improvement. The Office of Workforce Development also hosted several **“Resume Writing and Interview Workshops.”**
- The director of workforce development has been contributing a column to the Agora dealing with careers and resumes for each edition this year.

### Admissions and Guidance Services

- Approximately four weeks after the start of the fall semester, **outreach phone calls** were made to all students attending MCCC for the first time to check on students, make referrals and answer any questions. The feedback from recipients was excellent. The admissions staff and several volunteers from other offices made over 1,000 calls.
- MCCC hosted a **county-wide college night** in the fall, which highlighted over 75 colleges and universities. The event was well attended by Monroe County high school students and parents, as well as MCCC students.
- There are a total of 110 students involved in both the **Monroe High School and Airport High School Upward Bound programs**. The Airport High School program is in its first full year in operation, and both programs are going well.
- **Dual enrollment presentations** were delivered to students and parents at Monroe County Middle College, Lutheran South High School and Jefferson High School. Out-of-county schools are being contacted to try to increase MCCC's dual enrollment numbers in southern Wayne County and Lenawee County. MCCC is working with Monroe High School to expand dual enrollment opportunities for their students.
- MCCC hosted the **Monroe County Counselor Association** along with counselors from **New Boston Huron and Deerfield/Britton schools**. The theme was to highlight the new CTC building and programs.

## Registrar

- MCCC recently signed two **new reverse transfer agreements** with Grand Valley State University and Ferris State University. In addition, MCCC received a \$12,000 grant from the Michigan Community College Association to increase efforts to support the statewide “Credit Where Credit is Due” initiatives. The college will use these funds for student outreach and technology upgrades. The goal is to encourage students who have left MCCC without an associate degree to transfer credits back to receive a degree from the college.

## Financial Aid

- **Financial Aid Outreach Activities.** The Financial Aid Office has been working with high schools on “**Financial Aid Night**” events for graduating seniors and their families. This year, in addition to these events, the Financial Aid Office is partnering with the MCCC Admissions Office to join them on their **high school visits** to promote MCCC scholarships and answer questions for families about the financial aid process.
- **EduCash Program to Promote FAFSA Completion.** EduCash is a grant program that is run by EduGuide, an award-winning non-profit organization that operates programs dedicated to **helping low-income students complete the FAFSA**. Each year, there are a limited number of EduCash grants that high schools can apply for to help supplement the cost of developing programs designed to help high school seniors complete the FAFSA. Schools that are awarded an EduCash grant have a board of advisors that includes the school’s principal, a high school counselor and a college financial aid officer. One of the goals of the program is to get financial aid officers into the schools once or twice a semester to help families complete the FAFSA, and then to be available by phone or email to help the high school counselors respond to financial aid questions from families.
- Director of Financial Aid **Valerie Culler** is serving as the financial aid liaison for three schools in Michigan that have been awarded the EduCash grant. Those schools are Romulus High School, River Rouge High School and Henry Ford Academy.
- For 2014, **Ryan Rafko**, financial aid assistant, has been nominated to co-chair the Michigan Student Financial Aid Association Membership Services committee. As co-chair of this committee, Rafko is responsible for conducting an annual membership drive for renewals and new members. This state organization brings together financial aid professionals in Michigan to promote student access to postsecondary education and to provide professional development opportunities for financial aid professionals.

## Information Systems and Educational Media Service

- The Information Systems staff completed the **installation of a new wireless network**, which went live on prior to the start of Fall Semester. The network **continues to perform well** and staff members are answering questions and providing troubleshooting and documentation, as needed, for users.
- The **BlackBoard Learning Management System** went from a self-hosted server environment to one that is hosted by Blackboard. In preparation for the new configuration, IS personnel worked closely with the E-Learning and Data Processing Department to ensure that data, configurations and course setup flowed smoothly to Blackboard for a Winter 2014 course startup.
- IS and Educational Media Services collaborated with the Maintenance Department and the Business Division on a **renovation request for rooms E127 and E131**. The project included reorienting the room; moving data projectors, mounts, cables, screens, computers, printers and student desks from E121 and E123. EMS also installed, connected and tested all the equipment needed to convert E125 into a conference room. EMS completed the installation of several document cameras in the East Technology building for use by the Middle College.
- IS and EMS are developing a **cost effective video presentation software solution** for the Fermi 1 Kiosk housed in the CTC building.
- IS has completed the **deployment of 28 new laptops** for the Upward Bound program. In addition, installation of **34 new desktop computers** continues in various offices across campus. Information Systems configured and deployed **20 desktop computers** that were donated to the Learning Bank from another organization.
- IS also worked on a number of upgrades and new installations to the network and servers. **Active Directory** has been upgraded to allow for the use of Windows Server 2012 R2. Five new servers, a storage array of network devices and other storage updates were purchased in preparation for use within the Information System and Data Processing areas.
- Since the last Quarterly Report submission, Educational Media Services and Information Systems have completed 950 SchoolDude work orders.

## Data Processing

- **Colleague Upgrade Update.** As part of a multi-year project to renew the hardware platform for the Ellucian Colleague enterprise software system, a new server and storage module were ordered in September. The goal of this project is to **replace the existing Colleague server**,

now in its seventh year of service, with state-of-the-art virtualized servers and database technology that will provide greater capacity, performance and business continuity.

- **Training Opportunities.** The newly-formed Colleague CORE team is dedicated to providing training opportunities that will enhance Colleague expertise within each department with a view toward more effective and efficient delivery of services. Training opportunities thus far include Colleague Web User Interface training and Colleague CORE system training.
- **Fall Data Reporting**
  - **Perkins IV Core Indicator reports** were completed as a required part of Perkins grant funding for occupational education programs.
  - Data on **enrollment, graduates and awards** were provided to the National Center for Educational Statistics as part of IPEDS fall reporting.
- **Data Research and Enhancement Projects.** Working with the Office of Institutional Advancement, Data Processing identified all former graduates and current Alumni Association members as part of a “**data scrub**” project. The data scrub, performed by an outside research agency, identified the most current mailing address for both graduates and alumni association members, many of whom have not been in contact with the college in several years. The refreshed addresses will be key to cultivating and maintaining an ongoing relationship with our alumni.

## Library

- **Saas Migration Project.** Sirsi/Dynix software was upgraded in early November. The library system servers, in service since 2008, were brought down in mid-November 2013. The final phase of the project, moving to the Enterprise catalog software, took place November 15-19.
- **Muslim Journeys.** The 25 books from the Muslim Journeys NEH grant-funded collection were on display at the Whitman Center for the month of October 2013.
- Meetings were held to plan for the “**Let’s Talk about It! Muslim Journeys**” book discussion series.
- The paper of **Dr. Terri Kovach**, professor-reference/technical services librarian, entitled “Vietnam in Later Life: Self-Reported Symptoms and Interpretations of Posttraumatic Stress,” was published in the Michigan Family Review (17) 2013. Michigan Family Review is a peer-reviewed interdisciplinary publication focusing on professional application and scholarly inquiry. Kovach also hosted a viewing of “Food for the Ancestors,” a documentary on the Mexican celebration called Day of the Dead. After the presentation, Terri led a group discussion with attendees.

LIBRARY STATISTICS	
<b>Reference Questions</b>	525
<b>Information Literacy</b>	
Instruction Sessions:	28
Student Attendance:	610
<b>Entry Count</b>	17,582
<b>Book Collection</b>	
Volumes added	191
Volumes withdrawn	83

## Learning Assistance Lab (LAL)

- **Disability Services**
  - **Remote Transcription System.** Aegis Rapid Text, a national company with transcribers spread across the United States, now provides **real-time transcription of class lectures**, class discussions and media with audio via Webex sessions for students whose disabilities require these accommodations. Transcribers are subject specialists and are matched to the classes for which they transcribe. Currently, the Disability Services counselors monitor 22 classes weekly to ensure that transcription needs are being met.
  - **Note Takers.** There are 52 students registered with Disability Services **requiring note taking services in 83 classes.** Disability Services hired 71 note takers for Fall 2013 Semester. Of the 71 note takers hired so far, 27 were Work Study-approved students.
  - **Perkins.** Career counseling invitations were sent to all **Special Populations students** enrolled in occupational programs. There are 541 students for the Fall semester.
  - The **Fall 2013 First Alert Program** highlights include:
    - 99.4 percent faculty response rate
    - 176 students emailed and phoned by counselors
    - Just over a third of all students had direct contact with a counselor
- **Academic Assistance**
  - Fall, 2013 Supplemental Instruction. Eleven peer tutors were hired and trained prior to fall 2013 Semester.
  - First Steps. The team presented three sessions of “First Steps to College Success.” The First Steps team provided follow-up surveys to learn of topics students would consider attending if offered as a workshop during the Fall Semester.



## Bookstore

- The Bookstore hosted the **3rd Annual National Student Day** in the fall. The event featured live entertainment, games, giveaways and much more. The theme for this event was “Study, Serve, Celebrate.” Attendance was higher than in previous years and it proved to be a fun day for the campus community. National Student Day provides the Bookstore staff with a way to thank students for their support throughout the year.
- Fall 2013 Semester students placed a total of 74 **online textbook orders** with the Bookstore. Fall semester textbook rentals were up and continue to be a strong choice for students with a total of 355 rentals. The Bookstore currently partners with a third party to offer rentals to students and is paid a commission based on these rentals. Only 27 students used the Whitman Center pre-order service. Students using this option pre-order their books and pick up their order at the Whitman Center during designated times and days. The number of students using this service has been declining as many students choose to shop on Main Campus for their textbooks and supplies.

## Maintenance Department

- The Maintenance Department worked with the ASET Division and numerous contractors to **address some concerns that arose in the Career Technology Center**. This work included sound abatement on the VAV boxes in the high-bay labs (T-160, T-162 and T-166) and addressing heat issues in the Main Vestibule and Lobby (Atrium) areas. The sound abatement work in the high-bay labs has been completed and work is now being done to add an acoustical treatment to these labs. To address the heat issues, JDRM, the mechanical engineer, working with Trane, the mechanical contractor, was able to figure out how to increase the water temperature running to the Lobby (Atrium) HVAC systems. Therefore, the air temperature in that space is much warmer than it has been. New fan-powered convectors for the Main Vestibule will increase the heat in this area. Another lingering issue has been the Main Vestibule front doors and their automatic openers/closers. They have all been adjusted and are now operational and fully handicap accessible. The Trane Corporation has been on campus to take care of some regularly scheduled maintenance items with the HVAC systems.

## Business Office

- The Business Office closed out and reconciled accounts from the 2012-2013 fiscal year in preparation for the annual audit. The College’s Annual Financial Report

(audit) was filed with various offices of the State of Michigan, as required, on November 15, 2013. Matt Hehl of Cooley, Hehl, Wohlgamuth & Carleton presented the Annual Financial Report to the MCCC Audit Committee on October 28, 2013 and the MCCC Board of Trustees on November 25, 2013.

In addition, Hehl presented The Foundation’s Annual Financial Report to The Foundation Finance Committee on October 23, 2013 and The Foundation Board of Directors on December 9, 2013. As part of the Board presentation, The Foundation’s IRS Form 990 was reviewed with the Board of Directors.

- **Occupational Expenditures and ACS Reports** for fiscal year 2012-2013 were submitted online through the Michigan Community College Network on November 1, 2013.
- The Hartford Insurance Company performed a payroll audit for the College’s **Workers Compensation Insurance** premiums for the period October 1, 2012 through September 30, 2013.
- Work began on the preparation of the **2014-2015 budget**. Divisions and departments began compiling their budget information in the fall for submission to the Business Office by the end of February. The Business Office then compiles all budget requests and revenue projections in preparation of the president and vice presidents’ budget review.
- Two **new endowed scholarships** were established: the Chad E. Nyitray Scholarship and the Kirwen and Karau Scholarship. The Chad E. Nyitray Scholarship will provide scholarship support for individuals who are pursuing a degree in business and plan to transfer to a college or university to earn a bachelor’s degree. The Kirwen and Karau Scholarship will provide scholarship support for individuals who have high academic achievement and plan to transfer to a college or university to earn a bachelor’s degree. The Foundation now manages 44 endowed scholarships.
- **DTE Energy** was named a 2013 national **Benefactor of the Year** by the Council for Resource Development. DTE Energy was nominated for the Benefactor of the Year award by Monroe County Community College in recognition of the company’s longstanding support for the college. Some notable partnerships cited in the college’s nomination were:

- o The creation of a renewable energy program at the college.
- o Support for the establishment of the area's first construction management technology certificate program.
- o Joint development of the nuclear engineering technology program, resulting in a \$200,000 federal earmark.
- o The installation of a 500-kilowatt solar installation on MCCC's campus
- o Annual sponsorship of the college's campus and community events series.
- o Most notably, in March of this year, the DTE Energy Foundation made a \$1 million commitment to the capital campaign for the college's Career Technology Center, representing the largest gift of the campaign to date and the second-largest in the DTE Energy Foundation's history.

### Grants Office

- The Grants Office secured funding for the following projects:
  - o Support of the heart and lung dissection project championed by the respiratory therapy students as part of a service learning project.
  - o The purchase of several desktop computer numeric control panels which will be helpful in assisting students improve their tooling and programming skills in the Advanced Manufacturing Lab.
  - o Attendance at the Upward Bound regional leadership conference for 20 Upward Bound students and funding to help with Math/ACT/MME tutors to help the Upward Bound students reach the new Michigan Math Cut Scores.

### Alumni Association

- The Alumni Association launched a new member benefits package in the fall. Each month, Alumni Association members are sent an updated benefits package that features excellent discounts and special offers on merchandise, entertainment, insurance and other services.

### CTC Capital Campaign

As the Career Technology Capital Campaign pulls to a close, The Foundation staff and president continue to **meet with donors and follow-up on pending gift proposals**. To date, the CTC Campaign has raised approximately **\$2.35 million dollars** with recent major gifts being closed with the **Knabusch Charitable Trust #2, FEDCO** and the **Alvin L. Glick Foundation**.

### Administrative Personnel Updates

- Power Systems Operator **Robert Stawkey** completed his boiler operators classes and will be taking his licensing exams soon.
- All staff of the **Physical Plant** (maintenance, custodians, grounds crew, foremen and administration) attended a class covering the upcoming changes to the MSDS (hazardous chemicals, etc.) sheets.
- **Jack Burns** joined the MCCC staff as the new director of campus planning and facilities on October 7. With over 17 years of architectural experience, he brings a wealth of knowledge to his new position. A licensed architect with national certification through NCARB, he holds a bachelor's degree in architecture, a bachelor's degree in construction engineering technology and a master's degree in architecture.
- **Bryan Rorke** was promoted to the position of custodial foreman just prior to the start of Winter Semester. Rorke began his employment at the college in 1998 as a general maintenance worker, and since 2008, has served as the lead worker in Grounds. He holds an associate of science degree from MCCC and a bachelor of business administration degree in human resource management. In addition, Rorke is a licensed Commercial Pesticide Applicator and Michigan Class B UST System Operator.
- **Ramona Fisher** joined the MCCC staff as the new coordinator of annual giving and alumni affairs in the fall. She holds a bachelor of science degree in public relations from Bowling Green State University. Her work experience includes serving as a promotions coordinator for J&L Marketing for three years and completing a number of marketing and public relations internships while working toward her degree.
- **Kim Letasse** joined the MCCC staff as the new receptionist (formerly titled switchboard operator). Her experience as a switchboard operator/receptionist began at Manpower Temporary Services with places of work including Monroe City Hall, Great Lakes Aerial Construction, Delta USA, and most recently, Mercy Memorial Hospital System.
- **Rebecca Libstorff** joined the Maintenance Department as the new administrative assistant to the director of campus planning and facilities. She began her employment at the college as a Library student assistant from 1999-2001. She returned to MCCC in the position of part-time administrative assistant for Whitman Center in 2007 and worked in the Information Systems Office as the administrative assistant since 2010. Libstorff holds two degrees from MCCC – associate of science, education major, and associate of commerce, electronic office systems, administrative major.

## Marketing Department

- The **2012-13 Annual Report to the Community**, entitled **“Points of Pride,”** chronicled the top MCCC accomplishments of the previous fiscal year. A print version was mailed to 1,000 donors and “friends of the college” and an electronic flip-book version was e-mailed to thousands more and published on the college’s website and Facebook and Twitter pages. The report was written by Director of Marketing **Joe Verkennes** and designed by Graphic Designer **Sean McDonald**.
- The **expanded 2014 Annual Fund Campaign**, developed for The Foundation at MCCC, was designed and implemented by the Marketing Department in late fall, and included specific pieces that further utilized the “Points of Pride” theme of the annual report. It included specific mailings to all graduates of MCCC in the last 50 years, Alumni Association members and previous donors.
- The Marketing Department began producing a **new half-hour, monthly television show called “Education Matters,”** which runs on Monroe Public Access Cable Television and Buckeye CableSystem and is available via streaming video on demand on the college’s website. “Education Matters,” is hosted by MCCC President Dr. Kojo A. Quartey and highlights a wide variety of topics, such as learning opportunities available at MCCC and national and local issues in education that affect the community. The production staff includes **Sean McDonald, Josh Myers, Kari Jenkins** and **Joe Verkennes**.
- MCCC’s Marketing Department won **7 District 3 Medallion Awards for community college communications** at the District 3 Conference of the National Council for Marketing and Public Relations in Columbus, Ohio in the fall – **more than any other community college in Michigan**. NCMPR is the only organization of its kind that connects marketing and public relations professionals at community and technical colleges, and its Medallion Awards recognize outstanding achievement in communication, honoring excellence exclusively at two-year colleges. District 3 includes Michigan, Ohio, Indiana, Illinois, Wisconsin and the Canadian province of Ontario. MCCC’s awards included two Gold, three Silver and two Bronze. Below is a breakdown of the awards:
  - o Gold: “Coming Soon” Season Events Poster
  - o Gold: MCCC Alumni Newsletter, “Avant-Garde”
  - o Silver: Viewbook
  - o Silver: 2011-12 Annual Report to the Community
  - o Silver: “Tech Update” – Electronic Newsletter of the Applied Science and Engineering Technology Division
  - o Bronze: Lifelong Learning Catalog
  - o Bronze: Commencement Program

- The Marketing Department played a key role in the college garnering **exceptional media coverage** in the fall, including **numerous front-page stories in the Monroe News**.
- After repeated “spamming” of MCCC forms on the college website, **Beth Waldvogel**, who coordinates the college’s Web services, worked with MCCC’s ad agency, HART, on a solution to eliminate or greatly reduce **Web form spamming** that requires anyone who completes a form on the MCCC website to fill in a field with the current day’s date. Since implementation just prior to the Winter Semester, there has been no more reported mass “spamming” of college Web forms.

## Office of the President/Human Resources Department

- **Formation and Implementation of the Monroe County Diversity Committee.** The college is expanding its internal diversity goals and objectives by **leading diversity and inclusion initiatives throughout our Monroe community**. In this unification effort to celebrate differences, this committee will guide and direct the community-wide diversity initiative and spearhead additional diversity and inclusion activities. Committee members include faculty, staff and a diverse group of community members.
- MCCC President **Dr. Kojo A. Quartey** led community **panel discussions** in the fall, including two on **Native American topics** and one on the **heroin epidemic** in Monroe County.
- **Formation and Implementation of the Professional Development Task Force.** Due to the budget increase \$37,000 in staff development funds, a task force was formed by the Human Resources Department to determine method of allocation/process. Membership includes representation of faculty and staff.



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