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Institutional Overview

Audrey M. Warrick
President

Renovation, technology, philanthropy, and change are the cornerstones of the 1999-2000 academic year at Monroe County Community College. The year began and ended with renovation projects changing the landscape of the College both internally and externally, new courses and programs reaching out to our students, and technology continuing to drive major changes at every turn. In May 2000, Gerald Welch retired as president of MCCC after 14 years at its helm and I began my duties as the third president of the College.

The year began with the College's North Central Association Accreditation Visit. Following 18 months of preparation and the completion of the institution's Self Study, the team came to campus in September and was thoroughly impressed with this fine institution. The result – a ten year accreditation.

As part of the accreditation process, the College revisited its Mission Statement to analyze whether or not it truly reflects the purpose of the institution. The process punctuated the necessity for a strong Mission through rapid change and found the faculty and staff dedicated to the College's Mission to provide programs for students planning to transfer to four-year institutions; programs for students seeking an associate's degree or certificate in an occupational area; general education courses/experiences integrated throughout the curriculum; training and retraining for business and industry; a strong complement of student support services; and other activities to meet the lifelong educational and employment needs of its students.

1999-2000 could best be characterized as the year of renovations. Three major renovation projects partially funded by the state of Michigan as well as two other major projects and numerous other minor projects filled the year with almost constant construction. The three projects funded in cooperation with the State include the renovation of the Auto Lab into the new Regional Computer Technology Center, the Welding Lab Ventilation project, and the complete redesign of the Library. All three projects were completed for the start of the Fall 2000 Semester and took the dedication and commitment of many of the College's outstanding faculty and staff. Two additional projects, the Cellar renovation and the replacement of the plaza walls in central campus were both begun this year and are nearing completion. Other renovation projects included the completion of the re-roofing of the buildings on main campus, and minor renovations to Cuisine 1300 and The Little Theater.

In December of 1999, The Foundation at Monroe County Community College announced to the faculty and staff a $1 million gift from Mrs. Shirley A. Meyer. Mrs. Meyer's gift establishes the Richard M. and Shirley A. Meyer Endowment for the Arts and, when deemed feasible by the Board of Trustees, may be used for construction of a performing arts facility. This gift is truly an inspiration to the College and the community and illustrates Mrs. Meyer's commitment to the arts and her community.

In the Spring of 2000, the College received word from the state of Michigan that it had been
approved for planning money for the construction of an Instructional Center on its main campus. This multi-faceted facility would combine a corporate training center, with a performing arts facility and an instructional venue for the College's performing arts curriculum. During 2000-2001, planning will begin for this long sought after facility.

The lifeblood of this institution is the courses and programs offered to our students. Nine new CIS certificate programs and 27 new courses in the CIS area were born in 1999-2000 as was an International Business course, Visual Media Literacy course, and a Strategies for College Success course. Distance Learning continued to grow with the introduction of the Blackboard CourseInfo software, as did Web-based instruction in the credit and non-credit arenas.

The Skills Enhancement Program at Auto Alliance International was renewed. Continuing MCCC’s offers to AAI employees and their families in the areas of computers, math, technical skills, and communication. Working with business and industry, the CCS department secured $220,000 in EDJT training grants from the Michigan Economic Development Corporation for specialized training for two County employers.

Our students continue to excel academically. MCCC sent six students to the annual Student Scholars Conference with two of the students being awarded the top honors in their categories. On the State licensure exam for our nursing students, 97.1 percent of the students passed as first time writers with the remainder passing on additional examination. An Articulation Agreement was signed with Eastern Michigan University that covers all of the Industrial Technology Division programs and a few in the Business Division and allows for transfer of up to 87 credit hours from MCCC.

The Task Force appointed to make a purchase recommendation for a new administrative software package did so during 1999-2000. The Committee’s recommendation of Colleague Software from the Datatel Corporation was accepted and the College began the planning for the implementation process as the year pulled to a close. What was once all we heard about, came and successfully went during the early days of 2000 - Y2K compliance. Led by our Information Services and Data Processing Departments, appropriate pre-planning and preparations made the transition into the new millennium very smooth.

Marketing of the College remained a high priority in 1999-2000. Building on a new theme and new advertising and direct mail strategies, the Marketing Department worked closely with the Admissions Office and the Office of the Registrar to successfully recruit and enroll new and returning students. Complimenting an aggressive advertising campaign, the Admissions Office continued its recruitment visits, and enhanced its direct mail and personal contact initiatives, as did the Office of the Registrar.

These are but just a few of the highlights of a productive and exciting year at the College. The following pages highlight in greater detail the many projects undertaken in the last year and the continuing commitment of the faculty and staff.
Change of Leadership
In May 2000 Audrey Warrick was selected by the Board of Trustees as the third president of MCCC. William Guerriero, Dean of the Business Division, was named Vice President of Instruction.

New Programs
Nine certificate programs in computer information systems were added this year to meet the needs of students, businesses, and industries in the areas of database management, networks, graphic design, and web administration. To support these certificates CIS faculty developed 27 new courses, many of which are offered in the Regional Computer Technology Center, the name chosen for the renovated auto service area.

A new course, BMGT 220 International Business, was offered for the first time in Spring 2000. The class offered the students an option to travel to England for six days to visit London-based industries and to tour points of economic, historical, and cultural interest. Ten students accompanied instructors Angie Evangelinos and Wendy Wysocki on the trip which was partially funded by a $5,000 grant from The Foundation at Monroe County Community College.

Technology and Training
Faculty continue to experiment with distance learning as a method of instructional delivery. The College adopted Blackboard software as its standard for online courses; it will be used in Fall 2000 for selected offerings of Composition I and II, Political Science, and Math. To support these efforts, teachers and administrators have been sent to national conferences and workshops. In addition, inservice sessions on Blackboard and web page design have been conducted.

Faculty Changes
The following individuals began full-time teaching assignments in Fall 1999, replacing retirees:
- Mark Bergmooser, Speech and Journalism
- Tracy Cyr, Biology
- Lori Couch, English
- Cheryl Venier, Reading and English

One faculty member retired and one resigned in Spring 2000. New faculty were hired to start in Fall 2000 in the following areas, including a new position in the Science/Mathematics Division, bringing the total number of full-time faculty to 64:
- Robert Clement, Computer Information Systems
- Vincent Malteze, Math
- Lisa Scarpelli, Geoscience

Committee Work
The Course and Program Review Committee continued the difficult task of examining and proposing revisions to graduation and degree requirements. Six statements of general education outcomes were drafted in an effort to define what every MCCC graduate should know or be able to do. Next year, the Committee will face the challenge of determining which courses or other methods of demonstrating competency may be used to fulfill graduation and degree requirements.

Humanities/Social Sciences Division

Personnel
The Humanities/Social Sciences employed 16 full-time and 50 adjunct faculty to provide a variety of courses, primarily for the transfer student.

Programs
The extension centers continued to offer a diverse selection of classes. To meet the needs of our off-campus students, this Division scheduled a total of 50 sections at the Whitman Center and four at the Jefferson Center. For the 1999-2000
school year, a total of 271 sections were offered on all three campuses.

The Writing-Across-the-Curriculum provides an exceptional service to both faculty and students. This year 34 faculty members used 68 Writing Fellows in 52 classes. The Writing Center had an outstanding year, holding over 1,700 conferences throughout the fall, winter, and spring terms. Also, new programs such as e-mail tutoring, Blackboard tutoring for distance learning, and three mini-sessions on research writing were offered to promote writing skills. An excellent web site for the Writing Center was also developed.

This year, renovations to the Little Theater were completed, including fresh paint, new carpeting, and refurbished seats. Also, framed posters and programs of past performances have been prepared and line the hallways outside of the theater. Although no productions were scheduled this year, two major productions will be scheduled in the Little Theater during the 2000-2001 school year. The College/Community Symphony Band and the Agora Chorale presented a full season of music. This year, concerts were held at a variety of venues, including Monroe High School, Monroe Junior High, and St. Mary’s Academy. A highlight of the season was an exceptional concert with the Symphonic Band and tuba soloist Fritz Kraenzig from the University of Michigan. The new director of the band—a returning instructor—had a very successful year.

Images, the College's literary magazine, continues to be published from this Division. Its editors spend much time gathering prose and poetic pieces as well as drawings and other artistic projects created by the students and staff of MCCC.

This spring, art faculty will catalog the College's extensive art collection. The project will result in a professional-quality booklet that can be used as a reference tool and publicity piece.

The journalism program continues to grow. As he has in the past, the journalism advisor visited every high school journalism class in the County and met with the editors and advisors of their
respectively. This networking has been fruitful: this year, the Agora staff won a number of awards at the Michigan Community College Press Association competition, including a first-place award for in-depth reporting, a second-place award for a personality profile, and a third-place award for headline writing. The staff also received honorable mention awards for a film review and an analysis of privacy rights issues. Students from the Orchard Alternative Education Program were granted Tech Prep credit in applied communications for their work in television broadcasting.

The Course and Program Review Committee approved two new courses developed by Division faculty—HUMAN 250 (Visual Media Literacy) and RDG 145 (Strategies for College Success)—which will be offered initially in the Fall 2000 term.

Online courses were offered in ENGL 151 and POLSC 151 during the Winter 2000 term. Faculty are presently preparing classes in ENGL 152 and ENGL 102. These will be offered next year. Video courses in political science were also offered during the fall and winter. Plans are being made to offer HIST 151 and HIST 152 in the Fall 2000 and Winter 2001 terms.

Activities
A variety of field trips were offered to students during the school year. In the fall, art students visited a number of museums in Chicago, including the Art Institute and the Museum of Natural History. French 152 students sampled French cuisine in Ann Arbor during the winter term. Political science students had the opportunity in the fall and winter to visit both the County courthouse and jail. Writing Fellows attended an "Ideas Day" conference at Grand Valley State University (sponsored by the Michigan Writing Centers) as well as traveled to Schoolcraft College for a one-day workshop with Writing Fellows from other state community colleges. Six students presented papers at the Student Scholar Conference sponsored by the Liberal Arts Network for Development held at MCCC. Two students were given top honors in the literature and anthropology categories. These winning papers will be published in the Student Scholars Journal; our other state finalists will have their abstracts printed in the same journal. Agora students attended the Michigan Community College Press Association competition in Port Huron. The editors and advisor also traveled to New York City for the College Media Association Conference.

Scholarships
Seventeen scholarships were awarded for the 1999-2000 school year to students in band (8), choir (6), art (1), theater arts (1) and journalism (1). Beginning in 2000-2001, band and music scholarships will be merged into one category—music scholarships. Fourteen total scholarships will be awarded in this area.

Professional Development
In 1999-2000 10 different faculty members attended state or national conferences. Included were conferences focusing on composition (Michigan Writing Centers Association, NCTE, and a workshop on grammar usage); literature (Socialist Scholars Convention); new technology (Stop Surfing and Start Teaching Conference); multiculturalism (Midwest Institute for International/Intercultural Education), and journalism (College Media Association Conference and the College Press Association Conference). Four Division members attended LAND, a statewide conference presented by the Liberal Arts Network for Development. Two members of the Division gave presentations at LAND. A member of the humanities department was the chairman of this state conference. One member currently serves as an associate editor for The Michigan Community College Journal. Another member was elected vice-chairman of the Michigan Writing Center Association. One member also gave a presentation on literature and film to a public-service organization as well as a commencement address at a local high school. This year, two members of the art faculty had a showing of their work at Flatlanders Gallery. Twice during the year, faculty-led workshops on using the Blackboard application for online instruction were offered.

Assessment of Academic Achievement
This Division continues to spend considerable time on academic assessment. Full- and part-time faculty reviewed one third of the Division offerings. Outlines of Instruction, Expanded Outlines, and a Course Review Form were updated. The writing assessment subcommittee continues to read student samples in order to collect useful data. As has been done in the past, samples from English 090 classes and "early" and "late" samples from English 151 classes were read. For the second consecutive year, faculty members with writing as the essential skill were asked to report how the information gleaned from the Annual Writing Assessment Report changed their teaching methods. Also members of the Division worked on a pilot study to determine effectiveness of our Communication outcomes. The Division expects to use the results of these studies to improve teaching and learning. During the winter term, a survey of students who have taken criminal justice classes was developed and
mailed. Results will be collated during the summer. Also this year, work was done revising graduation requirements and general education requirements. The Division proposed that two levels of composition and POLSC 151 be required for all graduates.

Science/Mathematics Division

The Science/Mathematics Division provides instruction in astronomy, biology, chemistry, early childhood development, earth science, geography, mathematics, physics, physical science, psychology, and social work. In addition to the full complement of course offerings on the Main campus, the Division also provided instruction in biology, chemistry, earth science, geography, mathematics, psychology, and social work at the Whitman Center, mathematics and psychology at the Jefferson Center, and mathematics at North Star Steel Corporation.

Personnel

The full-time faculty of the Science/Mathematics Division for the 1999-2000 academic year consisted of 13 members (three biology, two chemistry, one early childhood development, four mathematics, two psychology, and one physics). Tracy Cyr joined the Division as a full-time faculty member in biology replacing John Howe who retired at the end of the 1998-1999 academic year. The division utilized 39 part-time faculty members during the 1999-2000 academic year. They taught 38 percent of the sections in the Science/Mathematics Division during that time. Khadija Ahmed, Lori Bean, Andrew Parsons, Ann Savonen, Kathleen Shepherd, and David Waggoner were nominated for the Monroe County Community College Outstanding Faculty Award for 1999-2000. David Waggoner received the NISOD Excellence Award at the National Institute for Staff and Organizational Development Conference.

Enrollment

The number of students enrolled in Science/Mathematics Division courses during the 1999-2000 academic year decreased 5 percent compared to the 1998-1999 academic year. The number of credit hours generated within the disciplines of the Science/Mathematics Division decreased 4 percent compared to the 1998-1999 academic year. The number of sections offered by the division during the 1999-2000 academic year decreased 1 percent compared to 1998-1999. Changes in generated credit hours were experienced by each of the Division's academic disciplines with the exception of physics which was unchanged. Increases occurred in astronomy (+63 percent) and geography (+12 percent). Decreases were experienced in biology (-4 percent), chemistry (-9 percent), early childhood development/social work (-1 percent), earth science (-4 percent), mathematics (-5 percent), physical science (-4 percent), and psychology (-7 percent). The large increase in enrollments in astronomy is a result of the addition of an ASTRN 151 section at the Whitman Center during the Winter 2000 Semester.

Programs

The Science/Mathematics Division Microcomputer Laboratory continued to expand the instructional applications available to students during the 1999-2000 academic year. This facility provides both specific instructional activities for students in Science/Mathematics Division courses and access for any student on campus desiring to use it for e-mail and Internet access or word-processing of their academic reports. It is available to students a minimum of 50 hours per week. In addition to Microsoft Office and Groupwise software, the microcomputers have specialized software programs utilized by students to complete assignments in astronomy, anatomy-physiology, biology, chemistry, mathematics for elementary teachers, statistics, calculus, linear algebra, and differential equations. During the 1999-2000 academic year, additional software titles for use by biology and chemistry students were installed and used by students.

Multimedia projection equipment was installed in the larger classrooms in the Life Science Building (L-140 and L-201) to provide faculty with a more convenient means of presenting instruction. The multimedia presentation systems are scheduled to be completed in those two classrooms during the 2000-2001 academic year by the addition of dedicated microcomputers, videotape players, laserdisk players, and document cameras. A complete multimedia presentation system is also scheduled for a third classroom in the Life Science Building next year.

An agreement was implemented during the 1999-2000 academic year to allow students completing the child care program at Monroe High School to receive credit for ECDV 107 (Programs for Young Children – birth to age 5) utilizing the Tech Prep mechanism. To receive credit for ECDV 107 (5 credit hours), a portfolio documenting the required training, experiences, and knowledge must be submitted to Monroe County Community College for evaluation.

The mathematics faculty prepared a departmental final examination to be given in all sections of MATH 150 Beginning Algebra as an assessment
of academic achievement in that course. The examination was administered at the end of the Winter 2000 and Spring 2000 Semesters. The results from those two testing cycles were examined to refine the examination and to assist in establishing a benchmark for comparison. Results from future administration of the examination can be used to identify specific areas where achievement of the learning outcomes need to be addressed.

Materials for online use in Intermediate Algebra were tried out with students in the Fall 1999 Semester and further developed during the Winter and Spring Semesters. An online section of MATH 151 (Intermediate Algebra) has been scheduled for the Fall 2000 Semester.

**Student Activities**

The Math and Science Society (MASS) was formed under the guidance of Khadija Ahmed, Lori Bean, Tracy Cyr, and Robert Pettit. MASS was approved by the Monroe County Community College Student Government as a student organization. In addition to assisting with the Science/Mathematics Division's entry in the holiday decorating contest, the organization sponsored activities including a science-fiction movie night, assisting with Family Fun Night, and a behind-the-scenes tour of the Toledo Zoo. A major project to develop an Ecocampus was initiated by MASS with the installation of birdhouses on campus and the construction and planting of a flowerbed containing native Michigan plants to attract butterflies in front of the Life Science Building. Additional components of the Ecocampus will be proposed for implementation over the course of the next few years.

**Professional Development**


During October 1999, the Science/Mathematics Division hosted the annual meeting of the Michigan Engineering College/Community College Liaison Committee. The meeting was attended by representatives from 11 Michigan engineering colleges, four other Michigan universities, and nine Michigan community colleges. Topics related to the engineering programs available, their admission requirements, and the opportunities for transfer students were discussed.

**Activities**

Khadija Ahmed served as chair of the Women's Subgroup of the Equal Opportunity Committee of the American Mathematical Association of Two-Year Colleges. She also served on the AMATYC Distance Education and Teacher Preparation Committees. Mark Naber and Kathy Shepherd wrote and submitted a paper on Fractional Differential Forms for possible publication. Alan
Hileman continued as a member of a sub-committee assisting the Midwestern Higher Education Commission to provide a moderately priced software package for the preparation of class and room utilization schedules and the advisory committee for the Hillsdale, Lenawee, Monroe Mathematics and Science Center. Robert Pettit continued his active involvement in activities associated with hawk migration and bird watching.

**Business Division**

The Business Division generated 13,067 credits in 1998-99, the last full year for which figures are available. This figure represents over 23 percent of all credits taken by students. The number of generated credits in the Division rose slightly compared to 1997-98, and the percent of total credit hours continued to increase to its highest point in the last six years. The table following shows trends in credit and contact hours from 1993 through 1999.

<table>
<thead>
<tr>
<th>Year</th>
<th>Business Division Credit Hours</th>
<th>Percent of Total</th>
<th>Business Division Contact Hours</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993-94</td>
<td>14,146</td>
<td>21.15%</td>
<td>242,826</td>
<td>18.29%</td>
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<tr>
<td>1994-95</td>
<td>12,939</td>
<td>20.59%</td>
<td>227,146</td>
<td>18.00%</td>
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<td>13,067</td>
<td>23.16%</td>
<td>229,051</td>
<td>20.20%</td>
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</tbody>
</table>

The following paragraphs include highlights relating to the Business Division’s resources, career programs, and activities and events for the 1999-2000 academic year.

**Personnel**

1999-2000 was the third academic year of service for Dean William Guerriero. Guerriero left the Division in May 2000 to assume the duties of Vice President of Instruction. The Dean’s position will be posted during late Spring with the hope that a replacement can be found before Fall Semester. Division Administrative Assistant Linda Spenoso has completed her 22nd year at the College. The Division staff also includes full-time lab technicians Karen Kuhl, Rick Hubbert (TLC), and Mythili Iyengar (BLL). They are assisted by part-timers Leanne Springborn and Jennifer Bella-Kelly.

Those who knew part-time lab technician Ruth Merritt on a personal or professional basis were greatly saddened to learn of her death this year. Ruth had struggled valiantly against cancer, working whenever she could between chemotherapy appointments.

Vicki LaValle completed her fourth year as full-time Culinary Lab Technician. She also completed requirements and received her Bachelor’s Degree from Siena Heights University. Vicki is looking forward to instructing the Food Service Sanitation course in Summer 2000.

Harvey Buss announced his retirement in Spring 2000 after 26 years of service to the College. A search committee was formed to fill his position as a CIS instructor. The Division continues to employ 10 other full-time and 30-40 part-time instructors spanning all subjects.

Four instructors in the Division, Harvey Buss, Lana Shryock, Cheryl Mckay, and Wendy Wysocki, were nominated for the outstanding faculty award in 1999-2000.

Faculty members attended a variety of conferences during the year including TRENDS (Buss, Evangelinos, Giles, Hyatt, and Guerriero), the Course Technology 2000 National Conference (Shryock), the Michigan Association of CPAs (Mckay), and the National Restaurant Association’s annual show (Thomas). The highlight of the year in terms of faculty travel was most certainly Angie Evangelinos and Wendy Wysocki’s accompanying 10 International Business students to London, England in Spring 2000.

**Facilities and Equipment**

The Division supports three equipped classrooms and two open labs with a total of 110 workstations distributed among rooms E-121, 123, 125, 125A, and Whitman Center. All stations are connected to the campus network and provide internet access and network printing capability.

In Spring 2000, a renovation project began which will transform the former auto service area into the Regional Computer Technology Center. The center will include two additional equipped classrooms and an open lab with a total of 92 student workstations. Completion of the center is expected in Summer 2000.

**Career Program Highlights**

Business Management. Angie Evangelinos and Wendy Wysocki completed preparations for the new International Business course. The initial offering was in Spring 2000, culminating with a 6-day trip to London, England. Students received $500 scholarships from The Foundation to help defray costs of the excursion. Wendy Wysocki became the first instructor in the Division to offer a distance learning course by initiating a video-based version of Macroeconomics.
Computer Information Systems, CIS faculty and the Dean completed a program review which included an extensive survey of current job openings and a student questionnaire. The review document will be published in Summer 2000.

Culinary Skills and Management. The Culinary Program enjoyed successful seasons in Cuisine 1300 and the buffet series. Cuisine received a facelift with new paint, window treatments, and wall hangings.

Activities and Events
CIS faculty in particular were involved with the college-wide review of graduation requirements, proposing that all graduates be required to demonstrate basic computer skills.

Chuck Kelly agreed to participate in a cooperative venture to develop an online PC Support and Network Technician certificate program under a grant from the Michigan Community College Virtual Learning Collaborative. A proposal was developed and forwarded to the MCCVLC but the College was not selected for a grant in the first round.

Advisory committee meetings were held during Fall and Winter in Computer Information Systems and Culinary Skills and Management. In addition, articulation roundtable sessions were held in Accounting, Electronic Office Systems, Computer Information Systems, and Management/Marketing.

Industrial Technology Division
Enrollments in the Industrial Technology Division declined some in 1999-2000. The Division's focus this year has been to build enrollment in our new programs, particularly Metrology Technology and Welding Machine Repair Technology, without cannibalizing our existing programs. We also modified our Drafting & Design Technology Program by moving it to Mechanical Design Technology, and we introduced a new but related program in Mechanical Engineering Technology.

Articulation agreements have become very important in attracting students. At the end of the academic year, the Division was able to consummate an articulation agreement with Eastern Michigan University that covers all of our Industrial Technology program, plus some programs in the Business Division. This agreement makes it possible for our students to transfer up to 87 semester hours from MCC to EMU. Discussions were also held with EMU and the University of Toledo on a separate articulation agreement for our Mechanical Engineering Technology Program.

The much anticipated, but often delayed, combined Business Division and Industrial Technology Division Computer Lab and Welding Ventilation projects have gotten underway. As this report is prepared, the Computer Lab is essentially complete. The furniture is installed in the classrooms and open labs, and we are awaiting the arrival of the computers. The faculty and lab technician area furniture also needs to arrive and be set up. The Welding Ventilation project is getting underway and is still anticipated to be complete by mid-August. To make it possible for the Welding Lab project to get underway, the Spring and Summer welding courses were held in Monroe High School's welding lab.

Personnel
There are 10 full-time Industrial Technology Division faculty members, who are supported by a Division Dean, Division Administrative Assistant, and a cadre of 20-plus dedicated part-time faculty. Support resources also include one full-time and one part-time CAD Lab Technician.

Alex Babycz is continuing graduate studies at Eastern Michigan University in Construction Management; Bob Leonard is taking classes from Siena Heights University; and, David Gobbell is enrolled in courses at The University of Toledo. Pat Nedry continues in the doctoral program in educational leadership at EMU.

Chris Sims, Administrative Assistant, has continued to provide organizing and coordination support for the Annual Auto Show. She is also working with the Campus/Community Events Committee to establish an alternative to the Auto Show and still maintain the automotive theme.

The Division was unable to establish sufficient enrollments in the Welding Machine Repair Technology Program, so the decision was made not to renew the faculty contract for the instructor in this program. The Division is recruiting a new Industrial Technology faculty member to work with the Quality Systems Technology Program.

Pat Nedry served on the statewide committee to develop a new State Plan for the Perkins III Vocational Education Act. This was a yearlong project and occurred while the Michigan Department of Education and Michigan Department of Career Development were in transition.

Division Activities
• In addition to courses held on the Main Campus, Industrial Technology Division courses were also conducted at the Whitman Center.
• TASTE OF TECH was held for the sixth time, again focusing on area high school students and their parents. This year we had the largest turnout yet of parents.

• The student SAE activities under the guidance of Don Kehrer participated in the Formula Car racing event at Pontiac Silverdome. They came in 62nd out of 100, up from 74th last year. MCCC is the only community college in the nation to participate in this competition. The SAE Club benefited from donations by Mr. Victor Bellestri who provided a used motorcycle so they could replace the engine in this year's car.

• Significant donations received by the Division this year included 47,000 pounds of steel from North Star Steel's Iowa Plant and equipment for our metrology and materials labs from FabriSteel/Multifastener and R & R, Inc.

Interacting with Area and Regional Businesses

Health Sciences Division
The Health Sciences Division is always an active Division, accomplishing many goals. First, consistent with the continuous improvement philosophy the Division supports, the Medical Assisting program faculty completed a self study and hosted a site visit by visitors from AM A/CAAHEP in January of 2000. Just into the program's second year, the concerns of the visitors focused on evaluative data about the program. The final decision for accreditation was made recently by the CAAHEP Board of Directors. Also, the Medical Assisting Program has been recruiting students. Medical assisting, like all health programs, is an area with abundant jobs and variable job activities. Also, unlike many areas, the medical assistant has more regular hours. Efforts have been made to increase marketing and to let people know about this new opportunity for study. Following the accreditation visit, several changes were proposed and passed concerning content in the program and time spent in the clinical areas. This will strengthen the program, especially in the area of the externship.

This year, both the nursing and the respiratory therapy programs recognized outstanding students during the Spring awards ceremony. These awards recognized excellence in challenging programs. Additionally, another nursing student was recognized by the United States Army as a recipient of the “Spirit of Nursing Award,” a national award to recognize academic and nursing excellence.

In the Fall Semester, the annual Fitness Fun Day began with health screening activities which emphasized a preventative approach to health and fitness. Participants could get several blood screenings done for nominal fees. At noon, speaker Fay Fitzgerald spoke about “How to a Bottle: The Truth About Vitamin and Mineral Supplements,” the lecture was offered free of charge for participants. The talk was well attended, and the afternoon was topped off by a vigorous volleyball game and other student activities like Jump Rope for the Heart. Fitness Fun Day will be revamped next year in format and activities. Consistent with the Millennium, the title will be Health Odyssey 2000.

During the year, the Division has continued to offer Open Classroom Days to area high school students interested in health fields. This year the Division offered three to meet the demand. Students spent the morning in classes that were in session, and also spent time with staff who gave them information about the programs offered at MCCC, financial aid, admission, and other services. The evaluations continue to be positive. The Division reaches about 100 students and a few teachers this way annually. Common comments have been that the College faculty are “so nice.” They are surprised by the relaxed environment. Faculty also participated in College Night, the Spring Open House, and Whitman recruitment activities.

Several new physical education classes have been offered this past year including Mental Health, Archery, Golf, and Hiking and Backpacking. These courses will assist the student who wishes to learn these skills for recreation or to apply to a degree in Health Education, Recreation, and the like. Also, many senior universities require physical education credits for graduation. Courses offered at the College fit the Division mission of promoting health through courses and activities that one can do throughout life. There is a wide array of courses which utilized the wonderful facilities in the Health Education Building. These include weight training, weight lifting, aerobics, dance, physical fitness, basketball and volleyball.

The dance classes (such as ballet, jazz, and modern dance) are also offered to the following constituents - those who wish to use dance as exercise or to
supplement theater or movement studies, and those who need some dance background in order to audition at the large university dance programs. Depending on the school, a student could easily take a full year of course work at MCCC, which would transfer. Also, the course, History of Dance (Dance 251), has been recognized by many senior institutions as a transfer course which may apply toward a humanities or cultural diversity requirement.

Respiratory Therapy has undergone a self study this past year also. The self study process is done to meet the accreditation requirements of the Committee on Accreditation for Respiratory Care (COARC). The process is outcomes based and has a mechanism for reporting in a computerized format, a first for the group. The self study always prompts program improvements and refinements, but this is an excellent program with an excellent track record for success in the field. The teaching staff are exceptionally dedicated people who are leaders in the field and very active in the state respiratory care organization. The Division looks forward to a respiratory therapy site visit in 2000-2001 to complete the accreditation cycle.

The respiratory therapy field continues to be strong, with many job opportunities that have expanded into the community setting. Starting salaries remain very good at $28,000-$30,000. This is a career area which is extremely important to intensive care areas, and will only grow stronger in years to come as our population ages.

Similarly, the nursing faculty are also in a self study mode, with the process in the second of three years in preparation for the nursing accreditation visit in 2001-2002. The self study process will examine every aspect of the program and services of the College to the nursing students. A change in this process is the heavy emphasis on statistical reliability, validity and trustworthiness of the assessment activities. This will indeed be a challenge for the Division, even though the Nursing Program is also an excellent program with exceptional outcomes. The bottom line is that the Division must prove without a doubt that all aspects are excellent. To meet that expectation, the Nursing Program will be seeking feedback from all constituents this next year.

The first time writer pass rate for the NCLEX-RN CAT licensing examination for nursing was 97.1 percent for the past year. The overall average for success remains 97 percent, 100 percent overall since the nursing program inception. The CRTT examination and credential no longer exists, and has been replaced with the CRT (Certified Respiratory Therapist) examination and credential. The examination is also now offered on a computer, with variable times now available for students to write the exam (much like the nursing computer assisted exam for licensing.) The Division does not have data yet on how MCCC students have done in this new testing format. However, the Division anticipates that students will do very well, as has been the case in the past.

Jobs, jobs, jobs are available in every area of the health field, with the greatest nursing shortage in history predicted to be demonstrated in the next decade. Already, salaries and job benefits are increasing. This is a great time for anyone to enter the health fields—it is wide open for respiratory therapists, medical assistants, and nurses. As the population ages, the need for workers in health fields will continue to grow for years to come. The jobs are also located in many community facilities as well as hospitals. In these settings, experienced workers are preferred and are recruited actively. The advantages to the community settings are increased independence, long-term patient contact, and more regular hours.

The last Division event of the year was the Nurses’ Alumni Day, which was extremely well attended (100). The title, “Rapid Response... What to do When...”, gives a basic overview of the day. The speakers were all dynamic, with excellent backgrounds. Evaluations were very positive, and participants were very pleased with the cost and the 6.8 continuing education contact hours that were offered. This was the last of several continuing education programs that the Health Sciences Division offered through Lifelong Learning. The goal in this respect is to be recognized in our area as one of the main providers for professional nursing continuing education. The Nurses’ Alumni Day is scheduled for the first Wednesday in June every year.
The Health Science Division remains strong and committed to the ongoing health care of the citizens of Monroe County. Faculty have worked hard to keep curricula up-to-date and to provide the best education for the various programs offered in the Division. Faculty plan to work with new digital technology to better educate students about needed skills for the health career choices.

Corporate and Community Services

Business Development and Employment Services

The Business Development Center has gradually been redirecting their efforts toward more involvement in training and re-training activities and writing state grant applications to assist local employers. Over the past several years, state and federal funding for the BDC operation has diminished and counseling for entrepreneurs has been available from other sources. Consequently, the number of new clients served by the BDC last year amounted to 50, involving approximately 35 hours of counseling.

The BDC has continued to provide a strong complement of training seminars that have been well attended each semester. The Micro Business series alone had over 50 participants, and almost 60 additional registrations for selected courses from the series.

The Employment Services Office continues to service the needs of students, alumni, community residents, and area employers. In addition, every department on main campus as well as the Whitman Center utilizes the ES Office to recruit student assistants. This year the ES Office posted 844 jobs, which was a decrease of 4 percent from the previous year. The number of candidates registered with the office dropped to 497, which represented a 33 percent decline from 1998-1999. This is the result of the robust economy and reflects the fact that most people who are capable of working are gainfully employed. The office referred 1,261 individuals to available positions, which again saw a decrease from the previous year of about 14 percent. The good news is that more individuals were hired this year over last year, with 194 reporting that they accepted a job, a 13 percent increase. The number of credential packets sent on behalf of students amounted to 755, or about a 1 percent decrease from last year.

Community Services

The facilities usage on campus this year is almost identical to last year with 332 permits approved. The number of room reservations (not requiring permits/setups) increased by 26 percent to 837 reservations. The total number of visitors related to facilities usage this year increased by 10 percent to 51,186 people. The revenues generated by the facilities usage during 1999-2000 amounted to $11,470, which represents a 47 percent increase over the previous year. Many companies in the Monroe County area are pleased to learn of the facilities available at the College and use the conference/meeting rooms on a regular basis. One such company, Cabela's recently utilized the MCCC facilities as the primary site for their job testing and recruitment activities while their new store in Dundee was being constructed.

The Sixteenth Annual Auto Show was held at the College on September 26, 1999. The show car registrations were down from the previous year by 9 percent, totaling 585 cars, despite a perfect day weather-wise. This prompted some major speculation that perhaps the event has too many other auto shows competing for visitors and the event should be discontinued. For this reason along with growing concerns over recruiting volunteer workers and other staffing demands, the show is undergoing some major changes for September 2000.

The Business and Industry Luncheon this year featured Mr. Anthony Early, Jr., Chief Executive Officer of DTE. This event drew 178 area business leaders to the campus, and each year provides the College another opportunity to serve as the focal point for important issues impacting the business community.

This Spring, the CCS Office established a new program that resulted from a request by a local circuit court judge, the Honorable Paul Braunlich. The new Defensive Driving Course (DDC-4) is a perfect example of how a need expressed in the community can be addressed through the community service, economic development, and lifelong learning aspects of the CCS Division. Working with the circuit court judges, the County probation office, and the County prosecutor, the CCS Office pursued affiliation with the National Safety Council (NSC). The College is now offering the NSC certified defensive driving program once a month to juvenile and adult drivers to improve their skills. The drivers completing the program are then eligible to have a one-time only, dismissal of the points that would normally be added to their driving records for their respective violations. As a result of this program, legislation is being introduced this fall that would mandate reduction of points upon completion of driver improvement classes throughout the state of Michigan.
Economic Development & Corporate Relations

The CCS Division continues to generate interest from existing as well as new employers in the County regarding training and retraining programs and grant funding opportunities. This year, two EDJT applications were submitted to the Michigan Economic Development Corporation for funding on behalf of Midwest Products Finishing (MPF) located in Ottawa Lake, and Tenneco Automotive in Monroe. The request for MPF was originally funded in January and the Tenneco request was just approved in July. These grant applications totaled approximately $220,000 and will provide employee training in a variety of technical, quality control, and computer related subjects. An earlier EDJT funded project with Ladapa Die & Tool and Dundee Manufacturing is currently in the process of being closed out with the MEDC office.

In November, the contract with the Auto Alliance International plant in Flat Rock to provide a Skills Enhancement Program for hourly employees was renewed for another year. The UAW-Ford National Programs Center approved the CCS proposal for services, which employs two full-time staff members to provide non-credit training for the Ford/Mazda employees to improve their computer, math, technical, and communications skills. Many employees also receive academic counseling and individual tutoring in a variety of subjects for both college credit and non-credit classes.

Overall, contracted training has had another very strong year with total enrollment at 665, representing over 12 percent of the total non-credit enrollments. Total contact hours amounted to 9,678, which is slightly more than 8 percent of the total. The CCS office also continues to coordinate and contract with area companies such as North Star Steel Company to deliver college credit classes when desired.

Throughout the calendar year, the CCS Dean coordinates meetings with the College President and area business leaders to cultivate stronger ties with the private sector, and build relationships with many new companies. This activity has proven beneficial to the College on many occasions in the past, and provides an opportunity to inform company executives about the services, programs, and resources available at MCCC.

As part of the marketing strategy for the CCS Division, a quarterly newsletter is published that is currently mailed to 675 firms/agencies. This newsletter highlights the training delivered to area companies during the past quarter and provides information on new programs and services available at the College. This tool has generated numerous inquiries regarding training programs and provides another opportunity for the College to broaden the exposure in the business community to the services offered.

Extension Centers

The Whitman Center enrollments are following the general enrollment trends of the main campus. The utilization of the Whitman Center during the evening hours, Monday through Thursday, during

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<th>MCCC Extension Centers – Activity for 1999-2000</th>
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the Fall and Winter semesters has been maximized. In fact, there is very little opportunity for Lifelong Learning evening courses due to the classroom needs for credit programs. Without expansion of this facility, there is limited opportunity for enrollment growth in evening programs in either the credit or non-credit areas.

The Jefferson Center over the last five-year period has experienced some erratic enrollments and has steadily declined in the number of credit hours generated. There is some question as to whether the Center is worth the effort in view of the dwindling number of local students served, and the limited prospects for significant enrollment growth in that area of the County.

Lifelong Learning

The Lifelong Learning area has also experienced very strong growth this year. The total enrollments are up 9 percent over last year with 4,382 recorded (excluding contracted training). Total contact hours have jumped dramatically increasing 54 percent over the previous year to over 107,000 contact hours. This growth reflects the continued emphasis on technical skills/business/certification courses and programs offered for personal and professional development.

The CCS Division through some cooperative arrangements led the College in offering web-based courses this year, which generated 167 enrollments in 13 classes. The web-based offerings in the Fall 2000 Lifelong Learning Course Schedule are being increased to almost 50 classes in a variety of computer and professional development topics.

Computer classes in general continue to be very popular, and this year certification programs for Novell and Microsoft were added to the LL offerings. These classes, offered through a local vendor, require an extensive number of hours to complete and are partly responsible for the increase in total contact hours over last year.

Another popular job training program offered in the Lifelong Learning schedule this year was a course titled Power Plant Technology. This 80-hour program prepares individuals for employment as boiler plant operators once they have successfully completed the state examination for licensing. This program was developed in conjunction with Detroit Edison Company to increase the potential pool of qualified candidates for anticipated job openings within the company throughout the state of Michigan.
The area of Student and Information Services is responsible for a diverse array of support services for both students and staff. Examples of the services provided include advising and counseling, learning resources, student activities, financial aid, registration and student records, student activities, information systems, administrative computing, recruitment, special events, and many other services designed to assist and promote student success. All of the activities are housed within six major departments, and a summary of each follows.

Admissions And Guidance Services

Over the past four years, the Office of Admissions and Guidance Services has undergone a metamorphosis. Changes in substance have occurred, such as the implementation of an inquiry system, increased direct mail to students, improved relationships and collaborative efforts with local school districts, a thorough emphasis on customer services, adaptable schedules, and special events. In the past year there was continued effort to expand upon the gains made in previous years in all of these areas.

Retention

In terms of student recruitment, the College's most successful yield is within the traditional student market. In Fall 1999, the College enrolled 30 percent of all Monroe County High School graduates. This is a very significant number since it is estimated that 60 percent of all graduates continue their education beyond high school. MCCC is therefore enrolling 50 percent of the college-bound students. At least two visits are made to each county high school per year, and many of those visits involve classroom presentations for recruitment. In some cases, the high school will allow the counselor or the Admissions Director to speak to the entire senior or junior class to explain programs and services offered by the institution.

Last October, the annual College Night brought over 300 potential students to the MCCC campus. There were many inquiries regarding MCCC, and many of the students attended a special classroom presentation exclusively about the College. The Monroe County Counselors Association is still the College's best connection with the high schools.

Recruitment

The most difficult market to reach in terms of student recruitment is the nontraditional student. In August, the annual One Stop Registration Day was held, resulting in 120 registrations for classes. Statistics revealed that 50 percent of the participants were over the age of 21. To that end, the Saturday One Stop Registration Day is fulfilling its purpose.

The mailbox is a very effective means for communicating with potential students. In addition to following up with inquiries, the Admissions Office mails registration reminders, student newsletters, and letters encouraging students that have submitted ACT scores to visit the campus. The response to direct mail has been very good; there is a noticed increase in telephone calls after each mailing.

Dual Enrollment

Many high school students are learning about MCCC through the State sponsored Dual Enrollment program. During the Fall and Winter Semesters, 273 high school students participated in this program. In October, the College sponsored a dual enrollment update featuring Mary Bailey-Hengesh from the Michigan Department of Education. All of the K-12 districts attended with representation from superintendents, to administrators and counselors.

Advising

During the course of the year, the Admissions and Guidance Office averages 345 advising appointments per month. Nearly 70 percent of the students taking advantage of the appointments are
currently enrolled or returning. During the initial advising session, new students are encouraged to attend New Student Orientation. In fact, they are given postage paid postcards that allow for a quick and easy registration. Two weeks prior to their scheduled session, the students receive a reminder from the office. New Student Orientation has been completely revamped, and speakers from other areas of the College are included.

**Student Activities**

Student Government on campus continues to grow, and direct mail to all new students seems to help with the recruitment. Through the year the group sponsored several events including the Fall BBQ, Family Fun Night, Lunch with Santa, Spring Break, and a variety of luncheon entertainment. The active student clubs for the year included Respiratory Therapy, Society of Automotive Engineers (SAE), OASIS, Society of Manufacturing Engineers, Math and Science Society, and the Tao Omicron Chapter of Phi Theta Kappa. The SAE received the MCC organization of the year award, and Phi Theta Kappa received “one star” status from their national organization.

Members of Student Government solidly supported the concept of renovating the Cellar area in the Student Services/Administration Building, and participated in the design process by submitting their ideas relative to improving this student area. By being active members of the process, members of Student Government assumed a partial ownership role in the renovation and certainly will take pride in the final result.

**Learning Resources Center**

The Learning Resources Center includes all activities of the College Library, the Learning Assistance Lab, and supplementary activities related to distance learning.

**College Library**

The Library staff spent considerable time throughout the year preparing for the Library renovation project. In preparation for the renovation, three classrooms in the CLRC were identified for temporary staff offices and for a small library. Librarians worked with faculty prior to the project to identify resources most critical for their Spring and Summer classes, and these books and periodical articles, along with a bare-bones reference collection, were made available to students through the temporary offices/service rooms. Students also had access to research databases through two networked computers, and reference service was available from librarians on an as-needed basis. In addition to preparing for the temporary quarters and services, the library staff also worked diligently throughout the year with the renovation architects to assure all specifications were accurate, and timelines for the project were clearly specified. This work also involved close collaboration with the offices of Business Affairs and Physical Plant. All of this work has resulted in a state-of-the-art Library with 18 microcomputers configured in a teaching lab arrangement, which librarians will use for instruction in the use of Internet and research databases. Other features of the renovation include additional shelf space for books and periodicals, enhanced group and quiet-study space, improved layout for circulation and reference support, and a more visually pleasing and modern facility.

In this age of information systems, the Library increasingly relies on subscription databases for

![Online and Print Periodical Usage](image-url)
providing access to periodical articles and reference materials. Two services, InfoTrac and First Search, provide multiple databases covering nearly all disciplines taught at the College. These two database services are funded through a grant that is administered by the State Library of Michigan. It appears that students overwhelmingly prefer access to full text online articles versus their printed counterparts. The following graph illustrates the increase in the use of full text databases and a corresponding decrease in the use of printed resources.

Presently the online databases are only available to users on campus. Over the next year the Library will begin providing remote access to research databases, allowing students or faculty to use the resources from their homes or offices. In order to serve users off campus, the Library provides an email reference service.

College librarians developed a Web page that provides access to the Carol Online Catalog, databases and other key Internet resources. The Dynix Library Automation System was also updated; enabling Web based access to the Library catalog.

Research over the Internet has become common place for students. Because the Internet is far less structured than traditional research tools like indexes and reference books, it presents some complex challenges for students. Among these challenges is the overwhelming quantity of information and the corresponding difficulty in determining what is the best source for a given topic.

Learning Assistance Lab

LAL staff continues to offer high quality service in tutoring, supplemental instruction, counseling, administering the ASSET test, and accommodations to students with disabilities. In the latter, both Student Services and Instructional staff work together to accommodate students with disabilities. The First Steps to Success program was again offered to entering students so they could become familiar with the support services that would help them succeed in their classes.

The faculty coordinator of the LAL took a sabbatical during the Spring term to research the topic of Adaptive Technologies. Upon request and approval, this sabbatical may continue in the Spring term 2001. The outcomes will be a reference guidebook that will include adaptive equipment by disability with cost, availability, vendors, strengths, weaknesses, and training necessary. It will also provide a written plan for assessing, managing and evaluating future adaptive equipment as student's needs and expectations change along with the emergence of new technologies.

Distance Learning

Distance Learning support is a new responsibility for the Director of Learning Resources. The Director has worked with the Manager of Information Systems to install the Blackboard Course Info Software, which provides a Web based service for faculty members to interact with their students in courses that are taught fully or partially through the Web. Blackboard provides course announcements, a student drop box for submitting assignments, an online assessment tool, a class discussion board, and other tools to facilitate online instruction. The Director of Learning Resources serves as an internal consultant with the use of the Blackboard software.

Office of the Registrar

The Office of the Registrar is responsible for all student records, the registration process, veteran's benefits, course equivalencies with four-year institutions, an assortment of state and federal reports, and the Child Care Center. The office also plays a critical role in the analysis and development of articulation agreements with four-year colleges and universities.

Registration

The SMART Telephone Automated Registration System continues to be very well received by students. Usage is at 58 percent (considerably higher than other community colleges from around the state) and the goal is to maintain or increase the usage patterns. Students may register 55 hours per week using the SMART system, in person at the Cashier’s Office or at the Whitman Center, via telephone by calling the Registrar’s Office, or by mail if they prefer that method. The Registrar Office has, therefore, taken nearly every possible step to make registration for classes a most convenient process for the students.

While the institution has tuition payment deadlines, the Office of the Registrar works with the Office of Financial Aid to “save” students before cancellation, which has continued to result in a decrease in the number of students canceled for non-payment, but also reduces the amount of work internally to process cancellations and then reprocess the reinstatement. To that end, the office also maintains flexibility with payment deadlines, which are reasonable yet practical in terms of maintaining student enrollment. At cancellation for non-payment times, the office either calls or sends a direct mail reminder to the students reminding them of payment deadlines. The
Registrar's figures confirm that approximately 60 percent of the students cancelled for nonpayment do eventually re-register for the same semester. Making contact with the students prior to cancellation has reduced cancellations by 35 percent. The pro-active approach of pursuing students prior to cancellation for nonpayment has been a very positive development within the Office of the Registrar.

**Commencement**

The Commencement Ceremony is coordinated by the Office of the Registrar, and in recent years has been continuously refined in a variety of ways. With the use of advanced technology, the Office of the Registrar now prepares the institution's diplomas as opposed to purchasing them through a private vendor. This is a cost containment process and timelier. Having the Commencement Ceremony on campus in the Health Education Building has been very well received by students and the public. With three years of experience with on-campus commencement, this very special event appears to be functioning well in the new environment.

**Technology**

Student records is a very powerful component of the institution's administrative software operations. The Registrar was a key player on the task force, established to identify, select, and recommend a new administrative software system. Participation in this endeavor was critical to the office since registration and student records is a primary user of the system.

**Transfer Guides and Equivalencies**

For several years the office has used personal computer and word processing capabilities to develop and maintain a transfer credit equivalency handbook. That handbook and the transfer of equivalencies have now been converted to Web documents. A fully functional online transfer information center is now available via the Web. The publication of equivalency lists on the Web site enabled MCCC to be one of the first group of colleges participating in the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) initiative to place equivalencies on the Web.

**Child Care Center**

The Child Care Center is staffed with competent, empathetic, and excellent caregivers. The services provided through the Center are critical and enable many students with small children to attend the College. This service is functioning very well in the new quarters in the Health Education Building.

**Financial Aid**

An extensive program of grants, scholarships, work-study, and student loans is available to help meet the cost of education for students. The availability of all these financial aid programs continues to open the doors of opportunity for students who need financial assistance. A student's financial aid package may consist of funds from one or all the available programs, with the four primary funding sources being federal government, state government, institutional scholarships, and a wide variety of private sources.

**Grants**

Grants are gift aid awarded to students who show financial need and included in this grouping are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Michigan Adult Part Time Grant, and the Michigan Educational Opportunity Grant.

**Federal Pell Grants**

The Pell Grant is designed to assist those students with the greatest financial need, and remains the foundation in which all other need based aid programs are built. Pell Grants are awarded based upon a federally established need analysis formula. The need for additional aid is based upon, and determined around, the student's eligibility for the Pell Grant. For the past year, a student eligible for a full Pell Grant received $3,125, whereas for next year the amount will increase to $3,300.

### Annual Federal Pell Grant Award Comparison

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<td>Pell recipients</td>
<td>797</td>
<td>630</td>
<td>616</td>
<td>550</td>
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<td>Award dollars</td>
<td>$811,723</td>
<td>$640,690</td>
<td>$684,645</td>
<td>$670,052</td>
<td>$851,364</td>
<td>$834,982</td>
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<tr>
<td>Average award</td>
<td>$1,044</td>
<td>$1,017</td>
<td>$1,059</td>
<td>$1,192</td>
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Federal Supplemental Educational Opportunity Grants (SEOG)

SEOG is a campus-based grant available to students who demonstrate exceptional financial need. This campus-based aid, although 75 percent federally funded, is determined and awarded by the Financial Aid Office. Funding for SEOG has remained relatively constant for the past five years with $34,275 disbursed last year, an average award of $204 for 168 students.

Michigan Adult Part-Time Grants

This program is designed for independent students who have been out of high school for at least two years, and recipients must be a resident of the state of Michigan and taking between three and 11 credit hours per semester. The maximum award is $600 for no more than two years, and the total amount authorized for last year was $15,219.

Michigan Educational Opportunity Grants (MEOG)

This state of Michigan program is very similar to the Federal SEOG program, but recipients must be a Michigan resident and enrolled at least half-time (6 credit hours). Over 80 students received additional assistance through this program.

Tuition Incentive Program (TIP)

This state of Michigan program guarantees tuition for students who established eligibility while in high school, and last year the funding totaled $17,052. To be eligible, students must apply before leaving high school and their family must have received state assistance for low-income families in the past seven years.

Scholarships

Scholarships are another form of gift aid based upon academic performance or talent. Students may receive an institutional scholarship or they may receive a scholarship from an outside donor. The Financial Aid Office coordinates and administers numerous College-awarded scholarships, and private donor and endowed scholarships.

Loans

Federal Family Educational Loan Programs (FFELP)

FFELP are federally insured loans, which must be repaid after graduation. This is the U.S. Department of Education’s major source of self-help aid.

FFELP Subsidized Stafford Loan

To qualify for an in-school interest subsidy from the Federal Government, a student must demonstrate financial need, which is determined by subtracting the family contribution and all other sources of aid from the cost of education.

Unsubsidized Stafford Loan

An Unsubsidized Stafford Loan is not awarded based on need. Interest on the loan is charged from the time the loan is disbursed until it is paid in full. The Higher Education Amendment of 1992 created this program to meet the educational cost for middle income students who do not qualify in whole, or in part for the Federal Subsidized Loan.

Work-Study

Federal Work-Study

The Federal Work-Study Program is an on-campus work program funded 75 percent by the Federal Government, and 25 percent by the institution. Awards are made by the Financial Aid Office, and are based on demonstrated financial need. Last year more than $34,000 was awarded to students who participated in the program.

Michigan Work-Study

These student employees must be residents of Michigan and enrolled at least one-half time. The program was funded at $19,342 last year. While the Office of Employment Services continues to serve as the clearinghouse for all on-campus employment activity, awarding and reporting of these funds is a Financial Aid function.

Information Systems

The Information Systems (IS) Department is responsible for the management and direction of computer systems located on campus. This includes the maintenance and support of servers, microcomputers, printers, and network components. Information Systems is also involved with the purchase, installation, support, operation, and upgrade of computer related items. During the past year, the reporting structure was changed in such a
The Raptor Firewall Software was upgraded during the year to version 6.0, and this upgrade provides increased functionality and flexibility. As a result, the IS staff is now able to allow access to GroupWise from off campus. The upgrade also enhanced the ability to publish to the Web server in a simpler way that provides greater functionality.

Educational Media Services

Educational Media staff spent time learning and troubleshooting the Media Retrieval and TV Information System installed during the summer of 1999. A pilot project for media retrieval was conducted and following a careful evaluation, it was decided not to expand this portion of the system, or continue its use in the classroom at this time. However, the TV Information System has become commonplace on campus as a bulletin board for special events and announcements.

Media staff copied and prepared for use three telecourses and began the process of adding two more telecourses, and continued the project of mounting televisions and videocassette recorders in the classrooms. The Distance Learning ITV Classroom, operating under the technological guidance of Educational Media, continued to be used by Eastern Michigan University for two classes throughout the year. Media staff also assisted the Manager of Information Services in the mounting of video projectors on campus and worked toward proper configuration requirements to fully utilize not only the projection screen, but also the features of the projector itself.

Data Processing

Although Data Processing is a separate department, it operates under the umbrella of Information Systems, and is responsible for all administrative computing including student records and financial operations.

New Administrative System

The Director of Data Processing worked closely with the Manager of Information Systems, and a task force established by the Office of the President to evaluate and make a recommendation regarding new administrative software for the College. The selection of the Colleague Software package from the Datatel Corporation finalized the work of the task force. A Hewlett Packard hardware platform was selected for the new software, and as of this date the hardware has been installed and the Colleague system loaded. Testing to date has been very positive.
Training for the Datatel Colleague Software package for Data Processing personnel began during the late spring. To date, all initial training required to begin system use has been completed by the Data Processing staff. Training of Data Processing staff was essential prior to the development of an extensive and long running training program for a variety of users from across campus.

**Y2K Compliance**

Leading up to the year 2000, it was essential that the Manager of Information Systems and the Director of Data Processing prepare for the testing of a variety of systems across the campus. While many microcomputer systems needed to be tested, the greatest concern was with the Unisys A-11 Mainframe and the APECS Administrative Software system. With appropriate preplanning and preparations, the system made a smooth transition into the new century.

**Direct Deposit**

Direct deposit of payroll checks became available for College employees during the past year. Following approval of this new service, the steps necessary to enable this feature within the administrative system were researched. Technical meetings were held to insure compatibility between computer systems, and tests were conducted in March. Direct deposit became fully available in May.

**Reporting**

Data Processing is responsible for reporting requirements for special projects for various committees and research needs. One such major activity is the Graduation Rate Survey, and this year reporting was developed to comply with the Department of Education’s standards. This new report is part of the Federal IPEDS data collection effort designed to track the success of a cohort group of students each Fall. Together with the Registrar’s Office, appropriate students from the cohort were contacted to supply follow-up information, and the final report was compiled using student responses, enrollment history, and graduation statistics.

Revisions to the custom Perkins Grant and At Risk Student Reporting Systems were applied this year, putting into effect College Policy regarding Reading 090 mandated students. Also, changes were incorporated to establish new Perkins classifications, such as Perkins success and non-categorized Perkins students. Various other programming changes were completed to fulfill requests from the LAL staff, and standards and measures reports were substantially modified to reflect updated reporting requirements from the Michigan Department of Education.

**Online Faculty Advising**

Access to the Student System has been made available for faculty on campus. This has been made possible by the installation of a “gateway” server that acts as a bridge between the Unisys mainframe and the College network. In operation, faculty can use their Internet browser from the desktop to display student information, class schedules, and grade history for use in the advising process. Individualized training was provided to each faculty member, and a customized training packet was developed and distributed during the training sessions.
The primary role of the Business Affairs area is to safeguard and administer the College's fiscal and physical operations and assets. This area also provides various support services for other College operations and activities. To meet these responsibilities, the Business Affairs area encompasses the functions of finance and investments, accounting, budgeting, audits, accounts payable and receivable, insurance, and payroll. The area also oversees the operations of the physical plant, cafeteria, Bookstore, Cellar, cashier, telephone system, campus safety and security, personnel, and staff development.

Financial
The College received two internal audits last year. One was the financial audit. The other was an annual audit of Federal programs and awards. Both were conducted by the CPA firm of Cooley, Hehl, Wolgamuth, and Carlton of Monroe with the firm of Plante Moran used as consultants in the area of some of the compliance testing for financial aid activities. No major exceptions were cited in either of the audit reports.

As illustrated on the following graphs and table, General Fund revenues and expenditures have remained fairly constant with revenues increasing 6 percent last year. Overall, it was a very good year financially for the College with actual revenues almost 4 percent above budget projections and expenditures about 8 percent less than budgeted. The College ends the 1999-2000 fiscal year in a very solid financial position and has entered the next year with a Board approved budget projecting sufficient funds to cover next year's financial requirements, and reserves to address unforeseen events and future needs.

Personnel and Staff Development
Last year MCCC conducted a statewide survey on Maintenance and Support Staff wages on behalf of the Michigan Community College Personnel Administrators Association. Contract negotiations between the District and the maintenance union were conducted last summer and a settlement between both parties was reached.

Customer service training programs were conducted for all cafeteria workers, student assistants and new maintenance, support staff, and administrative personnel. Throughout the year various presentations were made available for all staff. The presentations included such subjects as investments, fringe benefits, and Generation X & Y students. Some of the other staff development programs last year were an all staff picnic, a bring your kid to work day, Christmas luncheon, and recognition programs for all full-time personnel, part-time faculty, and part-time support staff.

Campus Upkeep and Development
There were a number of major maintenance projects last year. A program to re-roof the entire main campus was completed with the re-roofing of the Physical Plant Building and the Student Services/Administration Building. Under the recommendation and direction of the Campus Health and Safety Committee, the College's emergency alarm system was replaced. The new system will address both fire and tornado alarm requirements. The second damaged steamline for the Health Education Building was this time replaced with boilers. There were three projects last year that the College is receiving funding assistance (50 percent) from the State. These projects include the library renovations, conversion of the auto lab to a computer lab, and renovations to the welding lab. All were completed for the first of the Fall 2000 Semester classes. To be completed later in the semester are the replacement of the plaza walls and renovations of the Cellar (student lounge area).
1999-2000 General Fund Revenues

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</thead>
<tbody>
<tr>
<td>19.3%</td>
<td>Tuition</td>
<td>$3,482,756</td>
<td>$3,330,164</td>
<td>$3,166,653</td>
</tr>
<tr>
<td>54.7%</td>
<td>Property Taxes</td>
<td>$9,838,512</td>
<td>$9,390,077</td>
<td>$8,970,521</td>
</tr>
<tr>
<td>22.2%</td>
<td>State Appropriation</td>
<td>$4,008,744</td>
<td>$3,664,952</td>
<td>$3,534,573</td>
</tr>
<tr>
<td>3.8%</td>
<td>Other</td>
<td>$690,032</td>
<td>$512,132</td>
<td>$528,792</td>
</tr>
<tr>
<td>100.0%</td>
<td>Total</td>
<td>$18,020,044</td>
<td>$16,897,325</td>
<td>$16,200,539</td>
</tr>
</tbody>
</table>

1999-2000 General Fund Expenditures and Transfers

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>38.3%</td>
<td>Instruction</td>
<td>$6,728,401</td>
<td>$6,387,544</td>
<td>$5,967,167</td>
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<tr>
<td>0.9%</td>
<td>Public Service</td>
<td>$149,409</td>
<td>$137,953</td>
<td>$145,157</td>
</tr>
<tr>
<td>15.6%</td>
<td>Instructional Support</td>
<td>$2,731,068</td>
<td>$2,441,728</td>
<td>$2,394,484</td>
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<tr>
<td>14.2%</td>
<td>Student Services</td>
<td>$2,493,051</td>
<td>$1,993,698</td>
<td>$1,925,849</td>
</tr>
<tr>
<td>13.6%</td>
<td>Institutional Adm.</td>
<td>$2,392,551</td>
<td>$2,054,790</td>
<td>$1,985,799</td>
</tr>
<tr>
<td>12.4%</td>
<td>Physical Plant</td>
<td>$2,184,782</td>
<td>$2,061,554</td>
<td>$1,936,120</td>
</tr>
<tr>
<td>95.0%</td>
<td>Expenses</td>
<td>$16,679,262</td>
<td>$15,077,267</td>
<td>$14,354,576</td>
</tr>
<tr>
<td>5.0%</td>
<td>Transfers</td>
<td>$880,697</td>
<td>$2,017,399</td>
<td>$1,265,765</td>
</tr>
<tr>
<td>100.0%</td>
<td>Total</td>
<td>$17,559,959</td>
<td>$17,094,666</td>
<td>$15,620,341</td>
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</table>
The Institutional Advancement Department is responsible for the College's public and community relations programs. The work performed by the Department includes coordinating the College's marketing including media relations, promotions, and advertising; Web site management; duplicating and printing services; graphic arts and publication design; fitness center/activities; photographic services; alumni relations; internal communications; development activities including The Foundation at Monroe County Community College; special event planning, including coordination of Campus/Community Events programming; special projects; and constituency relations.

The Foundation at Monroe County Community College

The Foundation at Monroe County Community College has grown and matured under the leadership of a strong and knowledgeable Board of Directors. This diverse group of community leaders has helped to position The Foundation at MCCC to build its presence within the community and greatly benefit Monroe County Community College.

The Foundation at MCCC officially received notification of its 501(c)(3) status from the Internal Revenue Service on September 21, 1999. In addition, The Foundation Board adopted six new policies, endowed scholarship funds were transferred from the College to The Foundation, and the bylaws were revised. A Memorial Program was launched in 1999-2000, and a revision to the Donor Agreement process was completed. Work was begun on two new initiatives during the past year, a Naming Opportunities Program and a Faculty and Staff Grant Application Process.

The Inaugural Event

The Foundation's inaugural event, Cars and Stars, was held on September 25, 1999. Designed to introduce The Foundation to the community and raise awareness and funds for the endowed scholarship program, Cars and Stars was a tremendous success.

The Feasibility Study

In October of 1999, MCCC and The Foundation commissioned a Feasibility Study to determine internal readiness and external support for three potential fund raising initiatives: construction of a cultural arts facility and creation of endowments for the new facility's programming and operations, additional scholarship endowments, and creation of an endowment to develop new academic programs and enhance the curriculum. The Feasibility Study conclusions and recommendations were presented to the Board in November.

A Milestone

On December 14, Mrs. Shirley A. Meyer's $1 million donation to The Foundation was announced to the faculty and staff. The largest gift in the College's 35-year history, the donation creates the Richard M. and Shirley A. Meyer Endowment for the Arts.

The Scholarship Program

In keeping with The Foundation's Mission to enhance the educational and cultural aspects of the College, in April The Foundation Board unanimously agreed to underwrite a portion of the travel funding for students enrolled in the MCCC International Business course. Ten students each received a $500 scholarship from The Foundation that was used to help fund a six-day trip to London, England to study history, English culture, and international business.

In addition, the Guire Scholarship Fund, a new endowed scholarship, was established in September 1999 to annually award scholarships to students majoring in math or science and The Foundation created a new scholarship fund, the Adopt-A-Student scholarship program.

Campaign for Excellence

The Foundation launched its first annual campaign in December 1999. Showing an increase of 61 percent in revenues over the previous year, the campaign raised a total of $32,132. Thirty-five first time donors joined the campaign in support of the College.

Marketing

The College's new positioning statement, "Challenge your mind. Change your future." was launched in 1999-2000. This statement was incorporated into all of the new publications and advertising, positioning the College as a high quality educational institution that offers rigorous classes and programs that easily transfer to four-year colleges and universities and ultimately lead to high-paying careers.

Work was begun on target marketing plans for the technology, health, business, and corporate and
community services divisions. The draft plans focus on priority programs as identified by each Dean and the Vice President of Instruction. Preliminary work was also begun on the other three plans – business, humanities/social sciences, and science/mathematics. In addition, a draft outline of a revision to the College's overall marketing plan was developed.

Advertising
As was begun in 1998-1999, the College's advertising strategy continued to emphasize quality instruction and student success. Newspaper advertisements featured success stories as well as a “call to action” orientation for registration and events. The College's ads were placed throughout the County and in surrounding areas based upon student enrollments or projected enrollments.

Cable television advertising remained a vital player in the College's advertising mix. New ads were developed in keeping with the print campaign and were run on Monroe CableSystem, River Raisin Cable, and Bedford Cable System. Billboards were utilized to enhance the newspaper and cable television advertising.

Direct mail marketing became a staple in the College's advertising diet. Numerous countywide saturation mailings were done throughout the year as well as specific targeting mailings to identified markets.

Five new image ads, four billboard ads, six call to action “NOW” ads, and five direct mail postcards launched the Fall 2000 advertising campaign in the spring of 2000. The campaign was designed to generate momentum for Fall 2000 Semester enrollment and offered one of the most aggressive campaigns in the College's history.

Press Releases and Internal Communications
Press releases in support of the College's events and activities were sent to the local media throughout the year. Highlighting events, news, and programs, 127 press releases were generated during 1999-2000, representing numerous separate insertions in local newspapers. In addition, cable television announcements and public service announcements were written for appropriate events.

The Institutional Advancement Department continued to regularly publish three internal documents to help keep the College community informed about the College. These publications include monday morning, Kampus Kiosk, and the Board Update.

www.monroe.cc.mi.us
The College's Web site continued to be a very valuable asset to the College and its community. A new home page design was launched in 1999-2000 featuring a navigational structure that allows easy access to the College's major information areas from every page. In addition, new wallpaper was designed featuring the College logo on every page. Sites were designed and posted for the Bookstore and the SAE Chapter, and faculty members were assisted in designing their pages. MCCC's application went online as did online advising. Both new features include a security system to protect student information.

Numbering well over 700 pages, the Web site serves as the College's door to the world and reflects its commitment to academic excellence and student success. During 2000-2001 a new course description navigation system will be completed to assist visitors with their information searches.

Special Events
To enhance the Campus/Community Events programming on campus, a new position was funded in 1999-2000 to help coordinate these events and to plan new events. The end result is better marketing of College events through a variety of mediums, more efficient handling of contracts and paperwork for the events, booking advantages for events, and development of a newsletter to keep faculty and staff informed about events on campus.

One of the major initiatives this year was to get greater exposure for the College's extensive art collection. Working with the Art Subcommittee Chairs, display cases were purchased, all pieces were identified with permanent plates, a database was developed for the collection's holdings, and additional art has been placed throughout campus.

Alumni
Holding steady at over 1,000 members, the MCCC Alumni Association remained the largest dues-paying community college alumni association in Michigan. During 1999-2000, the Alumni Association Board of Directors held a strategic planning meeting to set its goals for the next three to five years. The Board comprehensively reviewed its bylaws, set specific goals for membership recruitment, and re-examined the goals of its special events planning.

In addition, 1999-2000 saw the endowment of the Alumni Association Scholarship. Established by the Alumni Association Board of Directors to help those students who fall through the “financial aid cracks,” the Board's fund raising efforts reached
their first plateau of endowed status. One of the Board's goals is to continue its fund raising efforts to enhance the scholarship funds available.

**Fitness Center**

Operation of the Fitness Center now falls under the responsibility of the Institutional Advancement Department. In 1999-2000, a computerized membership system was developed and installed in the Center. The system allows for better tracking of student usage and training. A maintenance schedule was developed for the equipment, as was a regular cleaning schedule.

Working to increase awareness and usage of the facility, a Membership Campaign was undertaken and Alumni Association members were allowed to join the Center for a $50 annual fee. A marketing plan was developed for the facility which included new publications, direct mail information, and new programs including Women’s Wild Wednesday Workout, Staff/Student Basketball, 3-on-3 Basketball Tournaments, and Health Tips of the Week. In addition, the Multi-Purpose Room was made available for rental to area schools for sports related activities.

Two new programs were initiated during 1999-2000, the Fundamentals Basketball Camp and the Cage Classic Basketball Tournament. The Fundamentals Basketball Camp was a collaborative effort with the CCS Department and offered 85 Monroe County students the opportunity to attend a one-week basketball camp at the College. The Cage Classic Basketball Tournament was co-sponsored with Ford/Madison Sports and brought hundreds of student athletes to campus for an outstanding basketball tournament.

**Duplicating and Printing**

Duplicating and printing services for the College faculty and staff are handled in the Copy Center. During 1999-2000, a total of 2.4 million impressions were processed on the Xerox 5090 and Xerox 5775 color copier.

The Copy Center continues to offer outstanding customer service, remaining committed to providing high quality work in a timely manner. The Copy Center also offers bindery, cutting, padding, folding, envelope insertion, fax service, and engraving of door plaques and signs.

**Graphic Arts and Publication Design**

The College’s publications continued to incorporate new designs and text strategies consistent with the College’s innovative marketing direction. Work continued on major redesigns and rewrites of many of the College’s long-standing publications. In addition, a new Transfer Programs brochure was developed to highlight that “MCCC is a great place to start your educational career.” The four-color piece was a collaborative effort between the instructional area and the marketing department. It showcases the College’s transfer programs in a highly graphic, easy-to-read format that incorporates the College’s new graphic identity.

The department continues to design and produce a growing number of collateral materials for the College marketing efforts. The Department’s work includes a wide variety of jobs ranging from simple fliers to complex four-color pieces.

**Photographic Services**

The Department continued to offer photographic services to all areas of the College. With the new marketing focus, photography played a major role in the redesign of many publications and in the advertising campaign.