

QUARTERLY update

To the Board of Trustees, Faculty and Staff



APRIL 2020

From the Office of the President

1555 South Raisinville Road, Monroe, Michigan 48161

Administrative Area

- Work began on the preparation of the **2020-2021 budget**, with divisions and departments compiling their budget information for submission to the Administration Office in March.
- The college's **Five-year Capital Outlay Plan** was completed, approved by the Board of Trustees and submitted to the State of Michigan Budget Office. The Capital Outlay Plan is intended to provide state policymakers with the most current information available on MCCC's priorities and needs. Community colleges were instructed to submit only their top priority capital outlay request. MCCC's request was for \$7,262,000 to renovate the Welch Health Education Building.
- The new **Market Twenty 4 Seven** food service space neared completion. The new space features are completely mechanized, including self-locking coolers, automated kiosks used for checkout and a camera surveillance system monitored by the vendor.
- The Bookstore managed another successful **Winter Rush 2020**. Students continue to take advantage of cost savings options offered in the Bookstore including purchasing access codes like Cengage Unlimited (with nearly 250) and buying 17 laptop computers to start the semester. Husky spirit wear continues to be very popular with sales up over 50 percent from 2018 to 2019 and an anticipated increase of an additional 5-8 percent for the current fiscal year.
- The implementation of the **campus-wide new phone system** project moved forward in conjunction with the progress in the Founders Hall construction project. The updated phone system will function as a communication platform that increases the speed and efficiency by which employees communicate through new formats such as Instant Messaging and Microsoft Teams. A more student-focused system of security phones will be implemented throughout campus as part of the upgrade as well.
- Research began on implementation of an **automated purchase requisition process**, transitioning from the current manual process. A fall 2020 launch is anticipated.
- Work began on replacing the current multi-function devices throughout campus, **evaluating the current network printer environment** for consolidation opportunities and cost-saving efforts, and the implementation of a student allowance printing program.
- A Task Force has been convened to implement an **online bookstore concept** in the Bookstore.
- The Founders Hall construction project neared 85 percent completion. The facility will be open and ready for classes starting Fall Semester 2020.
- The **Campus-wide Emergency Generators Project** neared 70 percent completion by the end of December.
- The **Campus-wide Door Access Control/Security Camera Project** was successfully bid out. The primary focus will be to start with the portion of the installation for the East/West Technology Building first, and then spread throughout the remainder of Main Campus and the Whitman Center. The new **Campus-wide Keying system project** began as well, and the goal is to have all the classroom doors rekeyed this summer.
- The design of the **planned renovations to Parking Lots 4-6** and the **Salt Barn and Grounds Building Project** began, with construction targeted to begin in May.
- There will be additional areas of sidewalk replaced this summer as part of the **continuing sidewalk replacement and upgrade plan**. A construction schedule is forthcoming.
- The **Life Sciences Building** will be under construction during the spring and summer. Lining of the domestic cold water pipes and interior renovations to the lecture halls and many of the classrooms will take place.
- The **Campus-wide Single-Use Restrooms Project** will continue with the Whitman Center and the La-Z-Boy Center. Construction on the two restrooms will begin this summer and wrap up before the start of the Fall Semester 2020.

- Renovation projects at the **Whitman Center** this spring and summer will include the **Roof Restoration Project** that deals with flat areas of roof around the perimeter of the building and corrections to complete the **Entry Tower Painting Project**.
- The process of selecting the architect, engineer and construction manager for the planned **renovations and additions project for the Campbell Learning Resources Center** began in fall. Once the architect is selected, design meetings will begin with the faculty and staff to envision the renovated spaces.
- Two additional projects in the early stages of development include the planned **Facilities Assessment Project and renovation to the art classroom and support rooms** that will be vacated once the Founders Hall opens. The planned renovations and addition project for the Health Education Building is awaiting State Capital Outlay approval.
- **Jack Burns**, director of the physical plant, has been named a co-presenter along with engineer Trent DeBoer at the National APPA Conference in Boston on August 1 regarding the college's campus-wide geothermal HVAC system.
- The Financial Services Office closed out and reconciled accounts from the 2019-2020 fiscal year in preparation for the **annual audit**. The College's Annual Financial Report, including the Federal Awards audit (A-133 Audit), was presented to the Board of Trustees in November with no findings, deficiencies or issues. The 2019-2020 fiscal year marks the second year that the audit information has been compiled and presented electronically (paperless audit).
- In addition, **The Foundation at MCCC's Annual Financial Report** was completed and presented to both The Foundation Board and the Board of Trustees. There were no findings or deficiencies reported. The Foundation's IRS Form 990 was completed, reviewed and submitted.
- The Financial Services Office successfully navigated the change from **Monroe Bank & Trust to First Merchants Bank** without any impact to payroll, restricted and/or Foundation accounts.
- At the 2019 District 3 National Council for Marketing and Public Relations in Milwaukee in October, **MCCC won three Medallion awards – two gold and one silver – for marketing communications excellence**. One gold was in the Digital/Electronic Media (Viewbook, Annual Report) category for the 2018-19 Annual Report, "18 Stories of Enriching Lives." The other gold was in the Brochure (Single or Series) category for the "Big Plans for the Little Theater" direct mail brochure for The Foundation at MCCC. The silver was in the Digital Ad category for the "Occupied by Dreams" ad for MCCC's InsideOut Dance Ensemble.
- In the fall, the Office of Marketing and Communication began the creative development of a **new, integrated marketing communications program** it developed in consultation with the directors of the Admissions, Financial Aid and Registration areas that will be focused on **driving credit enrollment**. The program will launch in spring. Objectives include coordinated, seamless implementation by the Office of Marketing and Communications, Office of Admissions, Office of Financial Aid and the academic divisions; maximizing the impact of promotional and recruitment budgets and staff time; and generating and tracking inquiries (leads) and converting them to registered students to help stabilize overall college enrollment. Strategies will include heavily promoting specific MCCC career-oriented programs and transfer programs in **high-demand, high-growth fields**; implementing a CRM or "Customer (Prospect) Relationship Management" and an aggressive "sales" approach by the Office of Admissions (with assistance from the academic divisions) to convert leads into registered students; promoting to and recruiting "**stop-out**" students to encourage them return to MCCC; promoting and recruiting students to MCCC's **dual enrollment option** and promoting **registration** during key periods.
- Based on research by the State of Michigan Bureau and Labor Market Information through 2026, the Office of Marketing and Communications selected the following **high-growth, high-demand careers/program tracks to promote during a multi-year advertising campaign** that will launch April 20 in conjunction with a new website, www.monroeccc.edu/highdemand: Accountant, Accounting Assistant, Automotive Service Technician, CNC Programmer, Criminal Justice Professional, Educator, Financial Manager, IT Professional, Machinist, Mechanical Designer, Mechanical Engineering Technician, Nurse, Respiratory Therapist, Sales Executive, Social Worker, Supply Chain Manager, Video Game Designer and Welder.

Instructional Area

- The annual X-TECH open house for students, parents and community members and a soft launch of the new MCCC Makerspace took place in November. The evening drew more than 100 attendees and about 20 students, faculty, staff and industry partners. The event also saw a number of four-year colleges participating.
- **Dr. Dean Kerste**, professor of mechanical design technology, led a successful Northwest Ohio and Southeast Michigan **SolidWorks (CAD software) User Group** meeting in October that was attended 90 area professionals and students.

- As of December, there were **three open full-time faculty positions** in the Applied Science and Engineering Technology Division, including electrical engineering technology instructor, construction management technology instructor and auto engineering technology instructor.
- The Division of Corporate and Community Services, which includes the Office of Lifelong Learning and the Office of Workforce Development, reported **unduplicated enrollment as 846** for Fall 2019, which resulted in **23,293.12 contact hours**.

Fall 2019 Non-credit Enrollment

	Number of Sections	Total Enrollment	Contact Hours
Lifelong Learning – Main Campus	102	915	15,130.12
Lifelong Learning – Off Campus	12	19	273.6
Lifelong Learning – Online	21	21	1,489.8
Customized Training (on/off campus)	14	129	2,587.8
Business & Industry Training	19	198	3,811.8
Totals	168	1,282	23,293.12
Total Unduplicated Headcount		846	

- The Office of Workforce Development, in partnership with the Health Sciences Division, ProMedica Monroe Regional Hospital and Michigan Works! American Job Center/Monroe County Employment and Training, implemented a **four-week, 123-hour, non-credit Certified Nursing Assistant** program in the fall. As part of the program, students are hired part-time by the hospital as patient care attendants and work while attending classes. Seven students enrolled; five completed the program. Several of these students were retained as employees of ProMedica Monroe. All students were MI Works! customers and received full funding to attend the training. In addition to the non-credit option, the Health Sciences Division continues to offer **for-credit CNA courses** each semester. Enrollment remains low; however, the program has been able to educate a group of 6-8 students each semester.

- The Office of Workforce Development partnered with the Southeast Michigan Construction Academy to present **two electrical apprenticeship classes** (years 1 and 2 of a four-year apprenticeship) and two HVAC apprenticeship classes (years 1 and 2 of a four-year apprenticeship) at MCCC.
- The **Registered Nursing program** received 56 qualified applications for the October 2019 deadline which reflects the cohort that will begin in the fall of 2020; 25 students celebrated program completion on December 18 during the student-organized pinning ceremony. Of those, 14 will be inducted into Alpha Delta Nu, Delta Mu, the **nursing honor society**.
- The **Practical Nursing program** graduated 16 students on December 12, and new, full cohort of 24 students was on track to begin the program in January.
- After much discussion, a decision was made to delay application for **ACEN accreditation** for the Practical Nursing program until 2021 with a target date for accreditation in 2023. This timeline will meet the deadline for accreditation by the Michigan Board of Nursing (deadline 2025), align with accreditation activities associated with the RN program and give faculty time to work on remaining curriculum issues and documentation.
- The Respiratory Therapy program student team competed in the **National Sputum Bowl** in New Orleans during the American Association of Respiratory Care Conference. The team did very well, winning the first round of competition. Although the team did not advance to the semi-final or final rounds, it represented MCCC and the State of Michigan well. This is the farthest that any sputum bowl team from MCCC has made it since the event's inception.
- The **Respiratory Therapy program** welcomed 23 students to the program for the Fall 2019 semester.
- During the fall, the Health Sciences Division made the decision to implement **ExamSoft** for the Registered Nursing program, Practical Nursing program and first-year Respiratory Therapy courses. ExamSoft is a computerized testing software that allows each program to more closely emulate testing methods used on licensing exams, provides technology that supports assessment of student learning and enhances exam review opportunities for students.
- **Dr. Kevin Cooper**, dean of the Science and Mathematics Division, agreed to serve as acting dean for the Humanities/Social Sciences Division through the Winter Semester.

- The Science and Mathematics Division, in conjunction with the Office of Workforce Development, which provided administrative services, ran the second **Math Boot Camp** in November and December. Numerous students completed, and several took the NextGen Accuplacer.
- An article by **Dr. Mark Naber**, professor of mathematics, titled “Two-dimensional Hydrogen-like Atom in a Constant Magnetic Field,” was published online on October 10, 2019 in the **Journal of Mathematical Physics** (Vol.60, Issue 10).
- MCCC is now a member of the **National Council for State Authorization Reciprocity Agreements**. This is an agreement among member states that establishes national standards for offering **postsecondary distance education**.
- **Dr. Grace Yackee**, vice president of instruction, has accepted a nomination to participate in the **Michigan Community College Association Leadership Academy**.
- The college completed preparations for the **10-year accreditation review by the Higher Learning Commission**. The “Assurance Argument” evidencing MCCC’s compliance with all five Criteria for Accreditation was submitted to the HLC on October 7, 2019. A team of HLC peer reviewers was on campus November 4-5 to conduct the onsite portion of the review.
- The Library created the infrastructure for the new **institutional repository**. Three collections have been created: an Institutional Archive, Faculty Publications and open educational resources.
- The Library also completed the following in the fall:
 - Configuration, collation, and campus awareness campaign for **Medcom Nursing Video Library Collection**.
 - Configuration and collation of **Michigan Historical Collections**.
 - Configuration and collation of **Salem Press Online**.
 - Institution of library **technical services policy documentation**
 - Configuration of counter reports functionality to **enable gathering of usage** statistics for MCCC collections
 - Configuration and updates for **Patron Load Procedure**
 - Configuration and updates for **IPEDS data reports**.
- The Library continued work on the **Open Educational Resources Adoption Initiative**, including the creation of an OER LibGuide resource and the organization of a presentation by a specialist in OER for Faculty Work Days. The goal of the initiative is campus-wide Open Educational Resources adoption.
- The Library continued efforts to **convert the library classification scheme from the Dewey Decimal System to the Library of Congress** classification scheme.
- The Information Systems department continued deployment of software and systems related to a **virtual desktop infrastructure**, completing Horizon View agent updates and Stratodesk updates for supported hardware.
- In addition to new systems installed **in support of the Applied Science and Engineering Technology division’s academic programs**, including desktop and laptop computers and CAD specific mice, additional equipment and technologies have been installed by the IS Department to support a recently created **Maker Space**.
- Information Systems Department staff continue to be involved in the **Founders Hall** review process in conjunction with members of the selected architectural firm, contractors and sub-contractors as work takes places on IT network rooms and generators across campus.
- During the fall, the IS Department continued to work with MCCC’s security consultant to update the **Information Security Assessment** utilizing the Qframe system.
- As required by Perkins V legislation, schools were required to submit a **Comprehensive Local Needs Assessment** to the state of Michigan in order to meet a December 2 submission date. Working with the ASET Division, the institutional research coordinator and the deans, the Data Processing area

Student Services Area

Financial Aid

- **Valerie Culler**, director of financial aid and interim vice president of enrollment and student success, was elected by her peers in the financial aid community to serve as the **two-year, public sector college representative for the Michigan Student Financial Aid Association**. MSFAA is a state organization that brings together financial aid professionals in the state of Michigan to promote student access to postsecondary education and to provide professional development opportunities for financial aid professionals. In her role, Culler will work with her colleagues to share the views and needs of our sector with the MSFAA Board.
- The auditors from Plante Moran were onsite at MCCC from September 23-27 to complete the annual audit of Federal financial aid funds. There were **no findings in MCCC’s Single Audit for the Federal Student Aid programs**.
- From October through December the **MCCC Library** had a gate count of 14,141, answered 148 reference questions and held 29 information literacy sessions.

provided a detailed series of reports based on the 2018-2019 Perkins Core Indicators data.

- The Colleague Self-Service system is a web-based platform used by students, staff and faculty to perform course registrations, pay tuition and fees as well as to obtain class lists. Self-Service is integrated with the Colleague system and is the eventual replacement for the existing WebPAL online system. Recently, two additional services were converted from the **WebPAL platform to Self-Service**. Beginning with the 2020 tax reporting year, **students will now access their 1098-T forms online** through Self-Service. With one click, students will be able to view and/or print their 1098-T forms as they prepare their 2019 taxes. In addition, **College employees now have access to their 2019 W2 forms via the new Self-Service system in the same manner**.
- A number of meetings took place throughout the fall with Data Processing Services staff, Learning Assistance staff and the institutional research coordinator **to implement all of the reporting and data collection changes required by the new Perkins V legislation**. The meetings helped to define where and how data collection activities will occur and how they will affect existing and new reporting processes.
- The Office of Admissions and Guidance is leading a three-year **Higher Learning Commission Student Success Academy project** with an expected outcome of recommendations for a Student Success plan for the college. The first in-person roundtable was in October 2019.
- The Office of Admissions and Guidance hosted annual **College Fair** in October and a **Fall Visit Day** for high school seniors. In recognition of the relationship the office has built with county counselors, it hosted an appreciation luncheon for them in December.
- In coordination with **Dr. Kevin Cooper**, dean of the Science and Mathematics Division and interim dean of the Humanities and Social Sciences Division, **Ryan Rafko**, director of admissions and guidance services, is working on numerous **Direct College** outcomes with our high school partners. Outcomes include establishing deadlines for course selection, paperwork and test scores. Future meetings will be held strategize about what Direct College may look like in the future.
- The Registrar's Office recently contracted with **Parchment for Degree Verify and Student Self-Service**, which allows students to print enrollment and degree verifications online, 24/7.
- On October 29, 2019 The Department of Veterans Affairs was on campus to conduct a **VA Compliance Survey**. There were no major findings cited in the subsequent report.

Human Resources Area

- The Diversity Committee hosted a number of **diversity activities** in the fall, including the "Native American/ Christopher Columbus: Good Guy or Bad Guy? You Decide" presentation, "Issues Facing Native Americans" Panel Discussion, Veteran's Day Commemorative Ceremony and a Human Rights Table Display and Quiz.
- The Human Resources Office consulted with three vendors for an **electronic applicant tracking system** and selected NEOGOV. Implementation is underway.
- **HR led efforts to collect and present campus donations to local charities:**
 - Jean Day Donations:
 - Paula's House: \$60
 - United Way: \$83
 - Salvation Army Adopt-A-Family: \$384
 - Oaks of Righteousness Adopt A-Family: \$362
 - United Way Campaign: \$2,281
- Web-based training software was implemented and utilized for **Sexual Assault Training** completed by all full-time employees. Training was part of a grant. Students were encouraged to complete as well. Training was provided to outside partners as part of the Sexual Assault Committee. The committee was formed last spring and reconvened and collaborated in Fall 2019. MCCC HR team members and FCSS ran a **Sexual Assault Prevention** Table at the #IMatter Summit, which included more than Monroe County High School students.
- The HR Office hosted **employee social events**, including the Halloween Party and the President's Holiday Party.
- Three employees were hired in the last quarter of 2019. Twenty adjunct faculty were hired for Fall Semester. The HR Office on-boarded approximately 70 student workers in the fall.
- A **New Employee Orientation and Campus Meet N' Greet** was held on October 18, 2019 for the 11 employees hired in 2019.
- The HR Office advertised **eight vacancy positions** in the fall.
- The HR Office coordinated a **flu shot clinic** offered to all employees in October.
- The **MCCC Faculty Contract** was ratified in the fall.