

-REVISED-
BOARD OF TRUSTEES
MONROE COUNTY COMMUNITY COLLEGE
MONROE, MICHIGAN 48161
(734) 242-7300, Ext. 4311

Board of Trustees Room, Z-203
La-Z-Boy Center
7:30 p.m., October 22, 2012

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

B. Recommended Actions

1. Routine Matters

- a. Approval of minutes of the regular meeting of September 24, 2012
- b. Polling of audience for delegation recognition

2. Old Business

3. New Business

- a. Written
- b. Verbal

B. 3. a. (1) Policy 12.11, Scheduled Paid Holidays and Vacations Days – Professional Staff
(enclosure)

Recommended motion: *“that Policy 12.11, Scheduled Paid Holidays and Vacation Days – Professional Staff, be approved as presented.”*

B. 3. a. (2) Resolution – Adherence to Best Practices (enclosure)

Recommended motion: *“that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by Section 230 of Michigan Public Act 201 of 2012, the education omnibus appropriations act for fiscal year 2013, as the attached table demonstrates.”*

B. 3. a. (3) Capital Outlay Plan Approval (enclosure)

Recommended motion: *“that the Five-Year Capital Outlay Plan be approved as presented.”*

B. 3. a. (4) Appointment of Group Three Directors (Directors at Large) to The Foundation at Monroe County Community College Board of Directors

Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Directors at Large) are recommended to the Board of Trustees for approval, by vote of The Foundation’s directors, and shall serve three (3) year terms following the initial staggered terms.

Recommended motion: *“that the following individuals be appointed Group Three Directors on The Foundation at Monroe County Community College Board of Directors for a three-year term expiring as indicated:*

Three-Year Term Expiring December 31, 2015

*Florence Buchanan
H. Douglas Chaffin
Joseph A. Costello, Jr.
Ignazio Cuccia
Lynette Dowler
Susan J. Mehregan
Herbert E. Smith
Rosemarie Walker.”*

B. 3. a. (5) Retirement resolution – Sharon Gray

Recommended motion: *“that the following resolution of commendation be adopted:*

WHEREAS, Ms. Sharon Gray, MSN, RN, has decided to retire from her position as associate professor of practical nursing at Monroe County Community College, effective January 1, 2013, and

WHEREAS, for over five years, she served as the Practical Nursing Program Director, a position she has held since its inception, and

WHEREAS, she was directly involved in the development of the curriculum for the Practical Nursing Program and has provided instruction in most of the program’s courses, and

WHEREAS, she was instrumental in obtaining full program approval for the Practical Nursing Program through the Michigan Board of Nursing in January 2011, and

WHEREAS, she was instrumental in obtaining state approval for the Practical Nursing Program through the Carl D. Perkins Career and Technical Education Act, and

WHEREAS, she served as interim dean of the Health Sciences Division and Director of Nursing and supported activities unique to the associate degree in nursing (ADN) program throughout her employment at the College, and

WHEREAS, she is a member of the Michigan League for Nursing, the National Association of Practical Nursing Educators and Services, the Michigan Licensed Practical Nursing Association, and the Michigan Council of Nursing Education Administrators, and

WHEREAS, she has inspired countless nursing graduates over multiple states, many of whom continue to provide excellent patient care to citizens in surrounding area hospitals, and

WHEREAS, she will be retiring following the graduation of the sixth class of MCCC Practical Nursing Students in December 2012, and

WHEREAS, she has been a role model and mentor for nursing educators who share her passion for the highest degree of excellence in patient care, and

WHEREAS, she was nominated for the Outstanding Faculty Award on several occasions, and

WHEREAS, she served as an active member of the Diversity Standing Committee, Financial Aid Committee, various faculty and administrative Search Committees, Nursing Workgroup, Health Sciences Division Committee, and Distance Learning committee, and

WHEREAS, she demonstrated a high level of professionalism and dedication to nursing throughout her distinguished career as a registered nurse and nursing educator, on campus and in the nursing community,

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Sharon Gray, MSN, RN, for her dedicated service and contributions to the college, our students, and the community, and

THAT IT BE FURTHER RESOLVED, that by the president's recommendation, Ms. Sharon Gray shall hereby be granted faculty emeritus status, and

THAT IT BE FURTHER RESOLVED that the Board of Trustees expresses its very best wishes for her continued success, well being and happiness on this October 22, 2012.”

C. Information and Proposals

1. Delegations

3. President and Staff

C. 3. a. (1) Staff Appointments, Contract Renewals, etc.

Staff Appointment:

Danielle Lambert, Upward Bound Academic Coordinator, effective September 24, 2012 (part-time grant position changed to full-time grant position)

Retirement:

Sharon Gray, Associate Professor of Practical Nursing, effective January 1, 2013

C. 3. a. (2) Statement of General Fund Revenues and Expenditures for the Period Ending September 30, 2012 (enclosure - Board members only)

C. 3. a. (3) Annual Committee Report (enclosure) (Wetzel)

C. 3. a. (4) Fall Enrollment Report (enclosure) (Hall/Joy)

C. 3. a. (5) Student Profile Report Fall 2012 (enclosure) (Mapes)

C. 3. a. (6) Procedures 2.36(a); 3.07(a); 3.11(c); 3.11(n) (enclosures) (Wetzel)

4. Board Member and Committee Reports

C. 4. b. (1) Comments on MCCA Autumn Board of Directors Meeting, October 4-5 (Thayer/Kreps)

C. 4. b. (2) Comments on ACCT Annual Congress, October 10-13 (Thayer)

C. 4. b. (3) Appointment of Group One Director (MCCC Trustee) to The Foundation at MCCC for a 3-year term expiring December 31, 2015

C. 4. b. (4) Upcoming Events

October 23, 6:00 p.m. – College Night

October 27, 7:30 p.m. – Brass Transit: A Tribute to Chicago

October 29, 7:30 – Band and Chorale Concert

November 3, 7:30 p.m. – Dick Wagner and the Jim Cummings Band

November 26, 7:30 p.m. – Regular Board Meeting

December 10, 7:30 p.m. – Foundation Board of Directors Meeting

December 11, 7:30 p.m. – Agora Chorale Concert
December 15, 2:00 p.m. and 7:30 p.m. – Silver Bells & Diamonds
December 17, 7:30 p.m. – Symphony Band Concert
December 20 – MCCC Holiday Desserts, La-Z-Boy Atrium

D. Adjournment

If you have a disability and need special accommodations, please contact the Office of Corporate and Community Services at least five business days before the scheduled meeting by calling (734) 384-4127, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI

MCCC Adherence to Best Practices Grid (PA 201 of 2012)

| Best Practices by Category | Examples of MCCC Adherence |
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| Category A, economic development and business or industry partnerships | |
| <p>(i) The community college has active partnerships with local employers including hospitals and health care providers.</p> | <p>Area employers participate on academic program advisory committees and provide student clinical sites for occupational and non-credit training programs.</p> <p>The college has developed specific courses, certificates, and programs to meet direct needs as identified by business and industry. Recent examples include the NUET (Nuclear Engineering Technology) program and the Heavy Construction Management program developed in concert with DTE Energy, as well as the Ophthalmic Assistant Certificate program developed in collaboration with Reed Vision.</p> <p>MCCC Health Science programs partner with numerous clinical agencies (hospitals, long-term care facilities, community-based and outpatient clinics) to provide students a realistic environment for student learning. Clinical and community partners serve on advisory committees for two major programs within the division, Nursing and Respiratory Therapy. Many MCCC graduates transition to employment positions within these clinical agencies post-graduation/licensure.</p> |
| <p>(ii) The community college provides customized on-site training for area companies, employees, or both.</p> | <p>The college has been actively engaged in customized training activities with area business and industry since 1982. In 2011-2012, MCCC delivered customized training on-site to 17 employers training 750 employees as well as offering Business & Industry Institute Training (customized training session that are public classes but promoted to small and medium sized companies who may not have enough employees to contract for on-site training) in 38 courses and training 297 employees.</p> <p>Monroe County Community College entered into a Michigan New Jobs Training Agreement with Ventower Industries, LLC and training began in the fall of 2011. In addition, MCCC offered training utilizing funding from the Economic Development Jobs Training Program and the Incumbent Worker Training program.</p> |
| <p>(iii) The community college supports entrepreneurship through a small business assistance</p> | <p>The College had established the first SBDC in Monroe in 1984, which has since been assumed by the Monroe County Business Development Corporation. The College offers a six course series of non-credit training seminars in starting and operating a small business. In addition courses are offered in Quickbooks,</p> |

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| <p>center or other training or consulting activities targeted toward small businesses.</p> | <p>using the Internet to promote and expand businesses (three course series) and bookkeeping and payroll.</p> <p>MCCC has developed and offers a <i>Small Business & Entrepreneur</i> course a part of the Business Management curriculum.</p> |
| <p>(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.</p> | <p>MCCC is currently constructing a \$17 million dollar Career Technology Center to house a variety of occupational degree programs, and to deliver customized training programs for industry.</p> <p>The College is currently recognized by the US Dept. of Labor as a Welding Center of Expertise and was awarded \$1.7 million in grant funds to provide training for unemployed and incumbent workers.</p> <p>The College is currently developing a grant application with assistance from the University of Michigan to conduct a market feasibility study to establish a business incubator facility in Monroe County.</p> |
| <p>(v) The community college has active partnerships with local or regional workforce and economic development agencies.</p> | <p>The College has been involved in partnerships with all local/regional economic development agencies such as the Monroe County Business Development Corporation, the Monroe County Economic Development Commission, the Monroe County Chamber of Commerce, and the Monroe MiWorks/Southeast Michigan Community Alliance.</p> <p>The College has participated in a variety of economic development/job training programs through the Michigan Economic Development Corporation, and is actively engaged in the recent formation of the Workforce Intelligence Network (WIN), comprised of eight community colleges and seven workforce development boards in SE Michigan.</p> <p>College administrators are active participants on local workforce development boards including the Monroe County Chamber of Commerce and the Monroe County Business Development Corporation.</p> <p>In partnership with SEMCA Michigan Works!, Siena Heights University, Eastern Michigan University, Michigan Rehabilitation Services, Michigan Institute of Aviation and Technology, and the</p> |

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| | Veterans of Foreign Wars, MCCC presented the second annual Career and Opportunity Expo in April 2011. |
| Category B: Educational Partnerships | |
| <p>(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.</p> | <p>Even with the demise of the TECH PREP program from the federal level, the College honors a number of articulation agreements established with area high schools.</p> <p>The Monroe County Middle College is a collaboration between the Monroe County Intermediate School District (ISD), Monroe County Community College, and Mercy Memorial Hospital System and is designed to provide students with early entry into a health careers program. Students enter the Monroe County Middle College in the 9th grade with a comprehensive curriculum that will culminate with award of a high school diploma upon graduation. Students in the program also have the opportunity to earn up to 60 transferable college credit hours or an associate's degree and/or a certificate in the field of health science.</p> <p>MCCC offers dual enrollment which allows high school students to attend MCCC classes and earn college credit while still attending high school. Over 331 high school students are participating in Dual Enrollment during the fall 2012 semester.</p> <p>MCCC's Admissions Office schedules recruiting visits to area high schools and education fairs throughout Monroe County, southern Wayne County, and Lucas County in Ohio. The team visited all 11 Monroe County high schools (many of them more than once), 13 out-of-county high schools, 14 college/education fairs throughout southeast Michigan and northwest Ohio, and participated in recruitment, information and orientation programs for dual enrollment, veterans' programs as well as with Michigan Works! and the Monroe County Counselors Association.</p> <p>MCCC enrolled 31 percent of the 2012 Monroe County high school graduates.</p> |
| <p>(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12</p> | <p>Monroe County Community College, in cooperation with The Monroe County Counselors, annual hosts a College Night featuring admissions representatives from more than 60 colleges and universities who are available to answer questions and provide information about their respective institutions. Grant, loan and scholarship professionals are also in</p> |

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| <p>students, such as college days, summer or after-school programming, or science Olympiad.</p> | <p>attendance. In addition, a Transfer Fair is hosted annually at the Whitman Center, located in southern Monroe County.</p> <p>MCCC offers FUNdamental Summer Camps each year to area K-12 students. In 2012, 15 courses were held on Main Campus and four camps were held at the Whitman Center.</p> <p>MCCC English faculty are involved in “reading partnerships” with 9th grade readers and students in the English 256 class.</p> <p>One Book, One Community encourages participation of K-12 students (four area high schools participate each year) through book clubs, book discussions, author lectures, and creative writing workshops.</p> <p>MCCC Creative Writing students serve as judges for a high school writing competition each year.</p> <p>MCCC hosts visiting artists twice per semester and their exhibitions and gallery talks are open to the public.</p> <p>Additional enrichment activities for K-12 students hosted by MCCC include: College Goal Sunday, Financial Aid Information Sessions, X-Tech, Dual Enrollment Information Sessions, and lung dissection presentations at area schools.</p> |
| <p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p> | <p>Monroe County Community College is the proud recipient of two TRiO Upward Bound grants. Upward Bound is a program funded by the U.S. Department of Education that prepares high school students for post-secondary education. Established in 2007, Monroe County Community College Upward Bound serves 110 students, grades 9-12 from Monroe High School located in Monroe, Michigan and Airport High School located in Carleton, Michigan. Upward Bound is a challenging, preparatory program for students who demonstrate the ability or desire to attend college. All program services are free for participants.</p> <p>MCCC faculty are actively engaged with health science faculty at area high schools to discuss competencies for college readiness. These roundtable discussion help to ensure that students are prepared to meet the rigors of health care curriculums.</p> |

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| <p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation, GED testing, or recruiting, advising, or orientation activities specific to adults.</p> | <p>Monroe County Community College is the lead partner and fiduciary for the Monroe County Learning Bank Network, which is a public/private partnership of 12 community organizations and businesses that provides adult basic education and GED preparation for adults in order to transition them into higher education, and/or employment and training opportunities. In addition, The Learning Bank Network offers a host of related services, such as group and individual tutoring, career counseling and advising; skill-building seminars in college and career success; courses in financial literacy, parenting and other life skills; and direct access to employers for internships, career exploration and possible jobs.</p> <p>MCCC works in partnership with Bedford Adult Education by providing COMPASS – Computer-Adaptive Placement Assessment and Support System – testing for county residents. The COMPASS is a series of basic skills assessments in English, Reading, and Math developed by American College Testing (ACT) and completed on a computer. The tests are used to place students in classes that match their abilities.</p> <p>The College annually hosts a new student orientation program that is specifically designed for non-traditional students. <i>Return to Learn</i> addresses not only typical orientation topics but also includes topics of specific interest to non-traditional students.</p> <p>MCCC offers ACT and COMPASS Prep courses to help students prepare for these tests.</p> |
| <p>(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p> | <p>MCCC’s academic divisions have a number of transfer agreements and direct articulation agreements with area colleges and regional universities including two that have satellite campuses onsite (Eastern Michigan University and Siena Heights University). The Associate Degree Nursing and Respiratory Therapy programs maintain third-party accreditation which significantly increases transferability of courses within those programs.</p> <p>MCCC participates in The Michigan Transfer Network which is a valuable "single source" website that students, advisors and the public may use to check transfer equivalencies for courses among and between other colleges and universities in Michigan. It is sponsored by the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) in partnership</p> |

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| | <p>with Michigan State University.</p> <p>MCCC has a number of Baccalaureate Completion Agreements (2+2 agreements and 3+1 agreements). These serve as a guide for students to follow if they know where they want to transfer and also which major they are interested in. The bachelor completion agreements are designed for direct transfer into a particular program after earning a specific Monroe County Community College degree.</p> <p>MCCC is currently pursuing reverse transfer agreements with the University of Toledo and Eastern Michigan University.</p> |
| Category 3: Community Services | |
| <p>(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.</p> | <p>The Corporate and Community Services Division through their Lifelong Learning class schedule offers a wide variety of non-credit programs. The College averages nearly 5,300 total non-credit enrollments annually.</p> <p>Nursing Alumni Day held annually provide 6.8 hours of CEUs for licensed nurses. The target audience is MCCC alumni; however, the program is open to any licensed RN or PN that registers.</p> |
| <p>(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.</p> | <p>MCCC has numerous opportunities for community engagement including the College/Community Symphony Band and the Agora Chorale. Both performance groups are open to College students, high school students currently enrolled at MCCC in the Dual Enrollment program, and citizens from the community who have experience with instrumental or vocal music. In addition, the local community theater group, the Monroe County Community Players, uses the MCCC Meyer Theater for their productions.</p> <p>The MCCC Alumni Association hosts an annual Golf Outing that is open to the public and The Foundation hosts a 5K run/walk each fall called the Great Pumpkin Pursuit.</p> <p>MCCC maintains an outdoor fitness trail (outdoor exercise equipment called a parcourse) that consists of a course equipped with stations distributed along its length for exercising to promote good health. It is open to the general community.</p> <p>MCCC offers its gymnasium to community groups and schools</p> |

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| | for a modest rental fee. Gym rentals include the public and parochial schools, City of Monroe Volleyball and AAU Teams. |
| <p>(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.</p> | <p>The College has an extensive annual calendar of cultural events open to the public which includes exhibits, demonstrations, lectures, slide shows, concerts, plays, athletic and seasonal events that feature well-known regional and national artists. Many events are free, and all are open to the public. In addition, MCCC hosts educational displays and speakers on campus throughout the year.</p> <p>The MCCC Library is available for the community to use and community groups and organizations, both profit and non-profit, may use college facilities and equipment, with or without a charge, depending on the use.</p> |
| <p>(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.</p> | <p>MCCC has a gymnasium, dance aerobics room, Fitness Center, and parcourse to promote fitness activities in the community. The Fitness Center is open to all MCCC students and staff free of charge. Alumni Association members who have paid a membership fee may also use the facility.</p> <p>MCCC maintains an outdoor fitness trail (outdoor exercise equipment called a parcourse) that consists of a course equipped with stations distributed along its length for exercising to promote good health. It is open to the general community.</p> |
| <p>(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.</p> | <p>The College is an active sponsor, and/or co-sponsor of numerous college and community events throughout the year, and many community organizations receive reduced rates, and/or free facility usage at the College for their events. Last year, the facilities fees waived for community organizations totaled more than \$64,000.</p> <p><i>Blue Jean Fridays</i> is a program wherein staff can donate to the designated local monthly charity and dress informally on Fridays in return.</p> <p>Many student clubs are involved directly or indirectly in public service activities including blood drives; Habitat for Humanity</p> |

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| | <p>builds; book drives; and Toys for Tots, Salvation Army, and United Way collections.</p> <p>MCCC is a member of the Monroe County Substance Abuse Coalition.</p> <p>The MCCC Bookstore sponsors National Student Day each fall. This is a day dedicated to celebrating student volunteerism and social responsibility.</p> |