

# To the Board of Trustees

#### From the Office of the President

Fall 2010

The Business Office has been busy closing accounts and compiling reports on last year's financial activities. Local auditors have conducted their annual review of the College's and The Foundation's 2009-2010 finances. A report on the **annual audit** should be ready by the November Board meeting.

The Business Division offered two brand new courses this fall: BMGT 160-Managing in the **Digital Enterprise** is an alternative to CIS 130 and is aimed more directly at students in the management or general business field. The course includes instruction and information surrounding various software suites, ecommerce, digital communication and network and social media resources. The other course. BUSAD 170 - Small Business and Entrepreneurship, offers students an opportunity to explore the world of small business and business ownership. It will delve into business research, creating a business plan, exploring Internet-based businesses, and all the elements of opening a business that the student might face. This fall the College offered one section of the course and it has an enrollment or 29 students.

To facilitate expanded instructional space for the Welding Center of Expertise, the College has been working on the possible donation of a **building on Hurd Road**. The Phase I Environmental Site Assessment and a Limited Phase II Environmental Site Assessment have been completed with no significant findings. Work continues on the finalization of the donation agreement with the owners and

approval from the Department of Labor for renovation funding.

Faculty and staff continued their work with Hobbs & Black Architects in developing plans for the construction of a Career Technology Center. Meetings were held with the Industrial Technology Division faculty to identify classroom and laboratory needs to develop the project statement and schematic design. This information will now be submitted to the Michigan Department of Management and Budget Office.

The CCS Office in cooperation with the Admissions Office planned and held the first ever Return to Learn New Student Orientation (NSO) for non-traditional students. The NSO includes information on Admissions and Counseling, WebPal, the library, instructor expectations, Learning Assistance Lab, Student Government/clubs, campus security and Blackboard. Participants also attended sessions on Time Management, Note and Test Taking, Microsoft Windows and Word, and received a campus tour. This program was funded by a Foundation Enhancement Grant.

The National League for Nursing Accrediting Commission (NLNAC) self study was submitted in July in preparation for an oncampus comprehensive site visit scheduled for October 19-21, 2010. The college is currently seeking third party public comment.

Self study preparations are underway for the **Respiratory Therapy program reaccreditation**. The comprehensive campus visit will take place in the fall of 2011.



Preparations are underway for **Practical Nursing** full program approval by the Michigan Board of Nursing.

The Financial Aid, Registrar, and Admissions offices are utilizing a **new imaging system**. The system facilitates organization and makes it easier to access student records. The Financial Aid staff is utilizing the workflow functionality which allows for faster processing. This product is proving to be a great investment.

Some major maintenance projects were completed this summer both on Main Campus and at the Whitman Center. The Life Sciences Building window replacement project was completed in time for the start of fall classes. It is projected that the new windows with produce a 15 percent savings on energy use.

Concrete fascia structural repairs were completed this summer on the Warrick Student Services/Administration Building, East Technology Building, West Technology Building, Campbell Learning Resources Center, and Life Sciences Building. The project included cleaning, concrete repair, concrete panel fastener repair and soffit repairs.

At the Whitman Center, **the rooftop air handler/air conditioning unit** was replaced. Much of the internal work was performed by our maintenance crew, saving money and facilitating a timely completion of the project.

During the summer months, the Maintenance Department replaced approximately 10,000 fluorescent 32 watt lamps on main campus with **25 watt lamps**. The annual anticipated savings from the use of these new lamps is \$20,000. This projection includes a \$7,500 rebate from DTE Energy. In addition, 64 high bay, **high wattage gym lights** were replaced with more efficient, low wattage fluorescents. The anticipated savings from this replacement is \$3,500. Again, this projection includes a \$4,800 rebate from DTE Energy.

The Federal government made some significant changes to the **Pell Grant** 

**Program** during the past year. For the first time, full-time enrolled students were able to receive Pell funding for the summer semester. The spring and summer semesters were combined into one summer award period so more students could utilize this new funding.

In July, Kris Gerlach, Jane Clevenger, Randy Daniels, Dr. Grace Yackee and Barbara McNamee visited Washtenaw Community College, Lourdes College and Jackson Community College to meet with Disability Services staff and Academic Assistance staff and discuss programs in place at those institutions. The purpose of the visits was to generate new ideas and to look at organizational structures for the Learning Assistance Lab. To gather input on tutoring needs, disability services, and classroom and test accommodations, meetings were held between the Learning Resources Center faculty and staff and the instructional deans. This information will be used as work continues on a plan to best deliver these services to MCCC students.

Preparations are underway for completing the HLC Focused Visit Report. The campus visit is scheduled to take place during the 2012-2013academic year. The visiting team will focus on the areas of governance, communications, and institutional effectiveness. The Institutional Accreditation Committee membership was doubled from seven to fourteen members with the Vice President of Instruction serving as an ex-officio member. A new standing committee, Assessment of Student Learning Committee, was established with membership comprised of 16 faculty, two administrators, two support staff, and two students. The Vice President of Instruction will serve as an ex-officio member.

The college is in the final year of the four year Academy for the Assessment of Student Learning through the Higher Learning Commission.

An awards and recognition program was created after the **Learning Bank Network** Coordinator attended a New Directors Training – "Here Today, Gone Tomorrow". This program doubled

the number of tests mastered by the top ten Learning Bank Network students, and enhanced attendance. Most tests mastered in one month went from 88 to 193 and the most hours attended in one month went from 35 hours to 84 hours.

The MCLBN (Monroe County Learning Bank Network) was recognized at the Michigan Adult Education Professional Development (MAEPD) conference. DELEG (Department of Energy, Labor and Economic Growth) provided certificates to each partner involved in the demonstration grants. The Learning Bank Coordinator and Director of Bedford Adult Education shared about the MCLBN at one of several workshops.

In June, MCLBN held its first graduation celebration. There were 40 graduates and over 200 friends and family members in attendance.

Certificates were provided by the Learning Bank and Senator Randy Richardville's office.

The College was awarded a \$200,000 Michigan Department of Energy, Labor, and Economic Growth (DELEG) grant, in response to an RFP for a "Scale Up" grant to continue and expand the Learning Bank Network. The DELEG Office funded five of the original 10 recipients of the adult learning demonstration grant.

The August 30 new student orientation at the Learning Bank yielded 18 new students. These students, added to returning students, have created the largest class ever, 62 students. An independent study program was created to avoid turning students away. These students are able to attend the "Turning Point" program during open lab time and will be placed in a classroom when space becomes available.

#### Whitman Center - Credit Class Enrollments

Spring 2010		<u>Summer 2010</u>		
Total Credit Hours	457*	Total Credit Hours	589**	
Sections Available:	10	Sections Available:	10	
Unduplicated Headcour	nt: 135	Unduplicated Headcount:	160	

<sup>\*</sup>Represents a 13.4% increase from 2009
\*\*Represents a 12.8% increase from 2009

The Industrial Technology Division hosted a visit from the **National American Welding Society** President, John Bruskotter who gave a keynote speech at a gathering of over 100 people who were in attendance at a special luncheon. His visit to campus coincided with a routine (and successful) site audit from the U.S. Department of Labor regarding the welding grant.

The 2010-2011 fiscal year **budget** was approved in June and implemented in July. The college has received word that the state appropriation for community colleges for fiscal year 2010-2011 will be maintained at the 2009-2010 funding level.

The Higher Education Opportunity Act of 2008, which took effect in July 2010, mandated that **college bookstores** disclose textbook titles, ISBN #'s and pricing to the "maximum extent

practicable" for pre-registration and registration purposes. For the bookstore, this meant gathering textbook information and having it available online for students earlier than in previous semesters. Textbook information is available through the College website by following the bookstore link, and now also through Webpal. The Bookstore and Data Processing staff worked to integrate the WebPAL and e-Follett bookstore systems to provide students with current information on required books and supplies. Students now have required textbook information including the cost of each book available to them prior to the time they register for classes.

Several **new databases** were selected during Spring term to be added to the resources the Library provides. New full-text additions are: *Groves Art, Groves Music* (added to the *Oxford Reference Online*); *Twayne's Authors* series; and Children's Literature Review. The latter two products were purchased in digital form because doing so slows the physical growth of the Reference Collection and allows the library to provide some important resources for students taking online courses.

A number of on-campus and online training sessions have been taken by the Data Processing and Institutional Advancement office staff as part of the **Datatel Colleague Advancement** implementation project. During the May-August timeframe, each office has taken training in managing constituent records, entering and acknowledging various forms of gifts to The Foundation, and using the Datatel Communication Management system to efficiently manage annual fundraising appeals. To supplement the Datatel-delivered training classes, Data Processing and Institutional Advancement staffs have been meeting throughout the summer to run practice and development sessions using the new Colleague module.

Nearly 150 new computers have been installed in the Regional Computer Technology Center – RCTC, and the Business Learning Lab – BLL (at the Whitman Center) This installation includes new systems in rooms W-157a/b and the open lab, and Room 5 and the BLL at Whitman. These labs are not only utilized by the business students, but serve as the open labs for any and all students from across the campus.

The Corporate and Community Services Division continued implementation of EMS room reservation system which allows information regarding all rooms on campus, including A/V, room features and seating capacity, to be entered into the system electronically. Work is now beginning on adding the ability to request A/V for rooms reserved through the web-based Virtual EMS system. This system allows users to reserve rooms on campus themselves, with no special set-up, food service and A/V requests. The system will eventually allow users to request special set-ups, food service and A/V with 24 hours notice.

#### Room Reservation Activity, April 2010 - August 2010

	MCCC Events	Count	Web Confirmed	Staff Res	Non- MCCC Events	Count	Net Sales	Discounts	Gross Sales
April, 2010	106	7,058	23	92	143	4,166	\$4,313.50	\$7,535.00	\$11,848.50
May, 2010	102	4,467	21	54	130	7,645	\$10,723.50	\$11,560.00	\$22,283.50
June, 2010	79	3,238	9	30	110	6,599	\$13,689.25	\$7,422.50	\$21,111.75
July, 2010	25	452	10	12	187	3,084	\$2,805.64	\$9,130.00	\$11,935.64
August, 2010	74	2466	18	67	123	6,060	\$7,740.00	\$2,670.00	\$10,410.00

The **Business and Industry Institute Training** schedule is available online at <a href="http://www.monroeccc.edu/ccs/TrainingCalendar.pdf">http://www.monroeccc.edu/ccs/TrainingCalendar.pdf</a>. This is a schedule of customized training sessions that are public classes, but are promoted directly to area companies via an email list that

the CCS Office has developed. This is designed to provide customized training opportunities for the small and medium sized companies that may not have enough employees to contract for an entire class on-site.

Business & Industry Institute Training	# Trained
Resume Writing Workshop	15
Hazwoper 8 Hr. Refresher	9
WorkKeys Assessment for Teacher Paraprofessionals	12
Healthguard Professional Food Manager Certification	55
5 Keys to Successful Financial Planning for Small Business	7
Cross-Connection Control - Advanced	24
Bloodborne Pathogens	19
Contracted Training	
Global Engine Manufacturing Alliance, Dundee	
Forklift & Powered Industrial Truck	10
• GM Powertrain, Toledo, OH.	
2008 National Electrical Code Update	12
• Guardian Industries, Carleton	
Bloodborne Pathogens	60
First Aid	18
Adult CPR/AED	35
Confined Space & Hazard Safety Training	3
Confined Space Entry & SCBA Annual Refresher	32
<ul> <li>Midway Products Group, Monroe</li> </ul>	
Adult CPR/AED & Basic First Aid	6
Geometric Dimensioning & Tolerancing	8
• The Spiratex Company, Monroe	
Management Skills for Today's Supervisors	4
Leading Change	7
Introduction to CNC Router	4
• Tailor Welded Blanks, LLC, Monroe	
DISC: Working With People More Effectively	18
Employee Coaching	11
Hazwoper 8 Hr. Refresher	5
	Total 374

The **Mechanical Engineering** Program completed the State Program of Study resulting in state approval and, subsequently, Perkins funding eligibility.

Discussions have been initiated with AT&T regarding a potential lease agreement for a portion of the Whitman Center property to erect a monopole communications tower.

CCS along with the Math/Science Division, the Admissions Office, and the Monroe County Intermediate School District is prepared to begin its third year of the non-credit Introduction to **Greenhouse Operations** for transition students at the ISD. This program is designed to provide these students with a marketable skill. For

additional information on this program, please visit our blog at http://growingabilities.blogspot.com/.

The bookstore processed 176 online textbook orders for fall 2010 semester. The online process, which started with the Fall 2007 semester, gives students the option of preordering textbooks online using a credit card. The orders are then available for pick up at the bookstore on main campus, at the Whitman Center, or they can be shipped directly to the student's home.

DTE Energy and the College have signed a 20year agreement that will provide the utility's customers with renewable energy generated from the sun and will provide MCCC students with an opportunity to observe a working photovoltaic system. The installation is part of DTE's pilot *SolarCurrents* program. A 500-kilowatt, \$3 million photovoltaic system will be installed on the east side of campus during the winter and should be operational in the spring.

For hearing impaired students, Disability Services is recommending "speech to text" rather than an interpreter in the classroom. In addition to providing transcribed notes of the class for the student, the service will allow students the opportunity to read the classroom lecture the same as their classmates are hearing the lecture. The service is more economical and better serves the student.

Information Systems staff continue to work with the eLearning department and have completed a hardware upgrade and server virtualization of the **BlackBoard Learn** system. The Blackboard Learn system was also upgraded from version 9.0 to 9.1 between the Summer and Fall semesters.

The College has upgraded to Adobe Creative Suite 5 for all Web Development/Design and Graphic Design software application courses.

The River Raisin Heritage Trail Dedication included speaker Jeff Corwin and events on the trail for the community on June 25 and June 26. MCCC was a sponsor of this activity which celebrated the official opening and dedication of the 1.5 mile long River Raisin Heritage Trail connecting the City of Monroe and the River Raisin Battlefield National Park to William C. Sterling State Park.

Group Type	# of New Visitors	# of Visitors	# of Visits	Visitor Hours	Avg. Hrs. Per Visit
Student	147	349	1967	2983	1.5
Staff	12	34	342	298	.9
Alumni	5	22	366	393	1.1
Total	164	405	2675	3674	1.4

The Director of Workforce Development has provided numerous **Resume Writing Workshops** for the public and students enrolled in Boiler Plant Fundamentals, Ophthalmic Assistant, and the Welding program. Resume assistance was also provided to Student Government, the Learning Bank, and the Salvation Army.

The College continues to serve as a **WorkKeys testing site** for individuals interested in meeting qualifications as a teaching para-professional. This qualification is required by the "No Child Left Behind" legislation. The College also offers the WorkKeys National Career Readiness Certificate assessments.

## **Lifelong Learning Enrollments (includes Customized Training)**

Spring 2010 enrollment (April through August)

	Total Enrollment	Contact Hours
Main Campus – Lifelong Learning	1,044	16,383
Customized Training (on/off campus)	229	1,367.7
Business & Industry Training (on/off campus)	187	969.0
Online Classes	15	515.4
Whitman Center	<u>86</u>	1,734.0
Totals	1,561	20,969.1
Total Unduplicated Headcount	1,210	

Ninety students completed **welding summer camps** in partnership with Monroe Public Schools and funded through the DOL Center for Welding Excellence grant.

In addition, an **Art welding class** was offered for the first time at the College this summer.

CCS began a new partnership with HydroDesigns of Troy, Michigan to offer Cross Connection Control training for Water and Wastewater Operators. These training sessions are approved by the Michigan Department of Environmental Quality and the licensed operators receive Continuing Education Credits toward their license renewal. In the past, local licensees had to travel outside of Monroe County to receive this training.

Over the summer some changes have taken place with **snack vending operations**. Several companies responded to the College's "Request for Proposal" last spring for snack venting services. Vendtek, which is located in Wixom, was selected to provide snack vending on main campus and at the Whitman Center. Pepsi will continue to be the beverage provider on campus.

The passing of the Education Reconciliation Act forced all schools to convert to Direct Lending for Stafford Loan processing. The Financial Aid Office worked diligently on this conversion to insure students were able to apply and receive student loans in a timely fashion for the 2010-2011 year.

The Information Systems department began work on **network electronics replacement** phase III and installed new network switches. To date, switches have been installed in the Campbell Learning Resource Center and the West Technology Building. In addition, replacement will take place in the Student Services/Administration Building.

The Maintenance Department's **Student Guide Program** contributed to another positive
beginning to the school year. Volunteers from
the Maintenance Department welcomed new and
returning students to campus on the first day of
classes answering questions and providing
directions.

The 2010-11 Season Events include comedians Paula Poundstone and Kevin McPeek, tribute bands Bealtlemania and American Rock & Roll as well as the play Late Nite Catechism, The Monroe Big Band, The Adrian Symphony and Pure Prairie League round out the season's events. Working with The Foundation, over \$25,000 in sponsorship funding has been secured for the upcoming season.

The following **events** were hosted by MCCC, and as part of the College's community service initiative the room rental fees for these events were waived, either partially or entirely. Other fees associated with the events such as special set-ups, custodial, security, and food service are invoiced as usual. Total attendance at the

following events, based upon room permit information, was 12,386, and the total fees

waived amounted to \$38,317.50. The events included:

How To Get Hired

Save Your Savings

**GED** Testing

4-H Meetings

Relay for Life Bunco Party

MEA Pre-Retirement Seminar

Monroe County Health Dept. Smoke-Free Legislation Public Meeting

Special Olympics Volleyball

Monroe Middle College

Siena Heights University Classes

Joe's Boxing Club Event/Mixed Martial Arts Event

Census Training

American Red Cross Blood Drive

Monroe's Biggest Idol

WJR Paul W. Smith Broadcast

Genealogical Society of Monroe Meetings

Monroe County Educational Center Annual Music Show

Monroe High School AP Testing

Service Above Self Banquet

Salvation Army Annual Civic Banquet

**Upward Bound Classes** 

Heritage Trail Ribbon Cutting Ceremony

Genealogical Society Meetings

Re-Dedication of Custer Monument

Special Olympics Volleyball

Club 2010 Commencement Party

Monroe Youth Program Welding Certification Workshop

Bedford Public Schools Board Retreat

La-Z-Boy Meetings

Monroe Public Schools In-Service

Weekly orientation sessions for No Worker Left Behind candidates at Monroe's Michigan Works! Office are offered by the CCS Office to outline information on all of the services that MCCC has to available.

The Workforce Development Office successfully launched a **new career website** to service MCCC students, alumni and community residents with their career searches. The new website is

http://www.collegecentral.com/monroeccc/.

### August 2010 (1st month of operation)

Employers Registered 38
Jobs Posted 51
# of Jobs Viewed by Users 1,574
# of Applications by Users 36

\*We ask users to report if they are successful in obtaining a position through our assistance, but this is not always a reliable number as reporting is completely voluntary. However, seven confirmed users have been offered positions in the month of August.

#### **Faculty and Staff News**

**Dr. Ken Mohney**, Associate Professor of Anthropology and Sociology, presented to the *River Raisin Chapter of the Michigan Archaeological Society* on April 14, 2010. Several students from his archaeology class attended the presentation.

**Dr. Carrie Nartker**, Associate Professor of English, sponsored the *Big Read Student Poetry Contest* on April 15.

Joy Schroeder, Adjunct Instructor of Music, published a review of the *Encyclopedia of Contemporary Christian Music: Pop, Rock, and Worship* in Theological Librarianship: An Online Journal of the American Theological Library Association.

**Dr. James DeVries**, Professor of History, and **Vinnie Maltese**, interim Dean of Humanities/Social Sciences are working on a labor history exhibit project at the Monroe County Labor History Museum.

On April 8, **Tim Dillon**, Associate Professor of English, and eight students attended the *East Central Writing Center Association Spring Workshop* at the Kellogg Center in East Lansing, Michigan.

Cheryl Johnston, Assistant Professor of Reading and English, Dr. William McCloskey, Professor of English, Dr. Carrie Nartker, Associate Professor of English, Dr. Joanna Sabo, Professor of Political Science, Dr. Terry Telfer, Professor of English, and Dan Shaw, Assistant Professor of Journalism and Humanities, served on *The Big Read Committee*. The Big Read events ran from March 26-April 26.

**Cheryl Johnston**, Assistant Professor of Reading and English, led the *Big Read Brown Bag Discussion* on April 15 in the Atrium of the La-Z-Boy Center.

Cheryl Johnston, Assistant Professor of Reading and English, and Lori Jo Couch, Assistant Professor of English, attended the 2010 Festival of Faith and Writing Conference in Grand Rapids from April 15-17.

Cheryl Johnston, Assistant Professor of Reading and English, Dr. William McCloskey, Professor of English, and their Humanities 151 students participated in the *Big Read Historical Walking Tour* on April 17. They took their students to see the plays *Pippen* (at WSU Bonstelle Theatre) and *Peter Pan* (a ballet at the RRCA) at the end of April.

**Dr. Joanna Sabo**, Professor of Political Science, lead 23 students and three guests on a field trip to the *Canadian Parliament*, April 8-10.

**Dr. Joanna Sabo,** Professor of Political Science, gave a Big Read Presentation called "A Journey to Peru" on April 13. About 100 people attended her presentation. Several of Dr. Sabo's International Studies Club students visited a Buddhist temple and attended a Peace Corp information session at the University of Michigan in late March.

**Joy Schroeder**, Adjunct Instructor of Music, and her Music-165 students took field trips to the *Frenchtown Senior Center* on April 12, 2010, and to the *Raisinville School* to observe a music teacher in action on April 28, 2010.

**Joy Schroeder**, Adjunct Instructor of Music, and **Kim Goss**, Adjunct Instructor of Music, lead their applied music students in a performance for their *Spring Recital* on May 1, 2010.

**Dr. Terry Telfer**, Professor of English, facilitated the *Big Read Film Festival*. The following movies were shown and discussed: *Land and Freedom* – April 7, *Persepolis* – April 15, *The Pianist* – April 20.

Martin Dubois and Thomas Harrill completed training at Fermi 2 this summer which included a two day tour and discussion about NUET program development, observation of material procedures and meetings with the Department of Instrumentation and Control (IAC).

**Dr. Roop Chandel** attended the ASM International conference in Beachwood, OH (May 17-21, 2010). He completed the Materials for Nuclear Power Plants course; attendance and course enrollment was funded through the NUET grant.

Vinnie Maltese, Dean of Science/Mathematics, attended the Hillsdale, Lenawee, Monroe Mathematics and Science Advisory Board meeting on Wednesday, May 19, 2010.

**Dr. Mark Naber**, Professor of Mathematics, refereed a report for the Journal of Mathematical Physics, "Time Fractional Development of Quantum Systems."

**Kathleen Shepherd**, Professor of Mathematics, lead the Math and Science Society students on a trip to NASA in Florida where they attended the Space Shuttle launch.

**Dr. Mark Naber**, Professor of Mathematics, refereed a report for the journal "Communications in Nonlinear Science and Numerical Simulations, Construction of approximate solutions to time-fractional Schrödinger equations via homotopy analysis method."

The paper, "Stochastic models for relativistic diffusion" co-authored by **Dr. Mark Naber**, Professor of Mathematics, Boris Baeumer, and Mark M. Meerschaert was accepted for publication in *Physical Review E*.

On August 12, 2010, Dr. David Waggoner, Professor of Chemistry, attended the Michigan Community College Student Summer Fellowship Program Research Symposium at the University of Michigan, at the invitation of student researcher, April Brockman. April had taken many courses in the MCCC Science/Mathematics Division, and had worked as a student laboratory assistant for the division and as an SI (supplemental instructor) until spring 2010. April presented her findings from 10 weeks of research under faculty mentor, Dr. Sundeep Kalantry, in a poster session titled, "Epigenetic Mechanisms of X-Chromosome Inactivation." April was one of six student researchers chosen to make a presentation during the main program that followed. April has been invited to continue as an undergraduate researcher at the University of Michigan where she is enrolled this Fall.

In August, **Dr. Mark Naber**, Professor of Mathematics, refereed a report for the Canadian Journal of Physics.

On September 15-17, 2010, **Dr. David Waggoner**, Professor of Chemistry, attended the 2010 Jack

Cooke Conference (Partnerships that Promote Success: Transfer from Community Colleges to Selective Four-Year Institutions) at the Washington Marriott, Washington, D.C. The foundation invites higher education administrators, faculty, researchers and others to learn about the efforts of eight colleges and universities and their 60 community college partners to increase access

for high achieving, low-income students to the nation's best four-year institutions.

The Director of Workforce Development, Barry Kinsey, attended **Business Solutions Professional Certification Training** and is in the process of completing his case studies to complete this certification.