

A MONTHLY PUBLICATION
OF MUSKEGON COMMUNITY
COLLEGE

UPCOMING
DAYS OF
INTEREST:

- November 13
Flu Shot Clinic
- November 16
Last Day to submit
Student name for
"Christmas Bas-
kets"
- November 26 - 29
College Closed for
Thanksgiving

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Campus



Connections

VOLUME 2, ISSUE 3

NOVEMBER 2009

Message from President of Muskegon Community College

President's Message,

Hello students, faculty and staff. Thank you all for a successful first half of Fall 2009. Your effort, hard work, and patience are very much appreciated, particularly given record enrollments and the large amount of construction on and around campus. I have had an opportunity to attend many student activities, academic events, cultural activities and athletic events this fall. This confirmed my knowledge that MCC has highly talented students, faculty, and staff.

Last month, I provided information regarding the MCC Strategic Planning process. This month's President's Message will update the planning process as well as provide you with information regarding happenings on and off campus. Of note:

- ◆ Dr. John Bartley, Instructor of Geology, has graciously agreed to Co-Chair the Strategic Planning process with Diana Osborn. The full committee and subcommittees are being organized to begin the important work to come.
- ◆ I will ask the Committee to hold some of its meetings and activities at

locations in the community to assure that external stakeholders have input regarding the future of the college.

- ◆ Finally, the MCC Board of Trustees is evaluating architectural firms to develop a new Master Plan for the College. The Board is expected to settle on a firm during the next several weeks.

On the legislative front, you will be pleased to learn that the Michigan State Legislature fully funded the Community College budget for the 2009-10 fiscal year. Every other major state agency received reductions for 2009-10. This is particularly important as it signals an understanding in Lansing that community colleges play a pivotal role in the future of the state.

On the home front, I have had an opportunity to meet the talented MCC family. I have also met one on one with many community members with a direct interest in MCC. This includes fourteen school system superintendents, other educators, our Lansing legislative delegation, many municipal leaders, businessmen and women, nonprofit agencies, students of all ages, and many others. I do this to meet my commitment to serve you all

more effectively. If you have a group or persons whom you believe I should contact, please let me know. Additionally, to enhance transparency in my office, I am posting my calendar online on the President's Welcome page.

Finally, during a ceremony on Friday, October 23, Executive Vice President Diana Osborn, Vice President of Student Affairs Janie Brooks, and Vice President for Academic Affairs Teresa Sturrs were honored by the MCC community. Importantly, this year marks the first time in MCC's history that women held all three vice presidential positions. It was noted that they have served the College with distinction for a combined 80 plus years. It is my observation that these women are smart, tough, and capable as well as consummate professionals. It is a pleasure to work with them.

Best regards,

Dale Nesbary
President





Campus Connections
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Administrative Services

Executive VP of
Administrative Services:
Diana R. Osborn

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“Helpful Hints @nd Tips from IT”

What to Do When You Spill Something on Your Laptop’s Keyboard!!!



If you spill coffee, water, or some other liquid on your laptop’s keyboard, the first thing to do is not panic. The second thing to do is to turn off the power, because water and electricity are an unpleasant combination. If the laptop is running off the battery, you can safely de-power using Windows shut-down procedures or by pressing and holding the on/off switch (on most laptops). But if the laptop is running off an AC adapter,

be sure that the adapter and the wiring that runs to the wall outlet are not wet. If they’re even damp, don’t touch them and instead turn off the power at the circuit breaker.

With the power turned off, disconnect and remove the battery. Then you can begin to clear the spill by blotting it up with absorbent towels.

The good news is that most laptops have a plastic or rubber-like membrane beneath the keycaps, and your assignment may be removal of the keys and a careful cleaning. If somehow the liquid has gotten into the laptop’s innards — the hard drive, the motherboard, or other parts — the extent of damage may depend on what was spilled. Water will

dry without leaving a residue; if nothing shorted out at the time of the spill, the machine may be ready to return to service in a day or so once it has fully dried. (Do not use a hair dryer or other heated source to dry the machine; you can use a gentle flow of air from a fan.) Coffee or soda, though, both dry as sticky, corrosive gunk, and you may have to send the machine to a professional shop to be disassembled and cleaned.

If the AC adapter became totally soaked, consider purchasing a replacement. Do not attempt to open it yourself and make repairs.

Submitted by Mindy Stevens
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MCC Board adopts a Tobacco Free Environment Policy

INFORMATION KICK- OFF 11/19/09

The Great American Smoke Out

Muskegon Community College is committed to providing a safe and healthy environment for its employees, students and visitors. Muskegon Community

College recognizes the health hazards of tobacco use and of exposure to secondhand smoke. As a community center, Muskegon Community College strongly discourages the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and

interferes with assuring clean air for all who come to the college.

At the August 2009 meeting the MCC Board of Trustees adopted a Tobacco Free Environment policy. The policy states “The use, distribution or sale of tobacco is prohibited in college buildings, on college premises and in vehicles owned, rented or leased by the college.” The Board designated January 1, 2010 as the date for the implementation of the new policy.

A Tobacco Free implementation committee has been formed that includes students, staff and faculty. This committee will be working on the details of notification,

signage, enforcement and promoting programs and services that will aid students and staff to decrease or stop tobacco use.

Look for much more information about this new policy and how it will help MCC provide a safe and healthy environment for its employees, students and visitors during the Great American Smoke Out November 19, 2009..

*5.11.00 Tobacco Free Environment
adopted 8/19/2009*

The use, distribution or sale of tobacco is prohibited in college buildings, on college premises and in vehicles owned, rented

or leased by the college.

The College President or designee will develop and periodically review administrative regulations and procedures necessary to maintain this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures, enforcement and guidelines for temporary policy waivers.

Muskegon Community College will offer and promote programs and services that include practical evidence-based approaches to decrease or stop tobacco use for students and employees.

All college employees are to assist in monitoring and enforcing the above policy

Submitted by Joe Doyle



What They Think of Us Now!

What They Think of Us Now: Results of the Survey of Transfer Students-

In the last issue of *Campus Connections*, we looked at the latest general education survey results and found this encouraging response: 95% of our April 2009 about-to-be graduates said they “strongly agree” or “agree” that they are “well prepared to go on to a four-year college.”

But how do our students perceive us after they have spent a year or more at another college? Thanks to our office of institutional research, we have some answers. We sent a survey to 700 former students now enrolled at a four-year school; 83 students responded.

What did these students tell us? Here are some generally positive responses:

- ◆ 91% said their credits transferred fairly
- ◆ 44% said their grade point average was about the same as at MCC, and 23% said their grade point average was higher at their transfer college than at MCC
- ◆ 86% did **not** graduate from MCC; however, only 14% said graduating was a goal
- ◆ Six out of ten said if they could start college over, they would begin at MCC
- ◆ 44% said the quality of education was better at their transfer school and 47% said it was about the same

We also asked these former students to look at nineteen things all colleges have: a library, counselors, faculty, parking lots, bookstores, and so forth. We then said, “Tell us whether these services were better at MCC, about the same as MCC, or better at the transfer school.” They could choose a fourth option: “No basis to judge.”

Some responses:

1. For every one of the nineteen statements, the number of students saying “better at the four-year school” outnumbered those who said “better at MCC.”
2. However, many things were ranked positively. Here is a sampling of responses:

Finally, the response of “no basis to judge” was sometimes very high, and we wonder why? Here are four examples:

- ◆ Tutoring 54% (Did students not know we offer tutoring?)
- ◆ Job Placement 72% (Is this service viewed as unavailable?)
- ◆ Health and Wellness 57% (Are activities not publicized as well?)
- ◆ Personal Counseling 49% (Are counselors way too busy?)



Want to know more? Go to the Institutional Research web page (<http://muskegoncc.edu/pages/2443.asp>) for all survey results.

Submitted by: HLC Self-Study Co-Chairs, Richard Doctor and Anne Meilof



Survey Choice:	Better at MCC	Same	Better at Other College	No Basis to Judge
Attitude of faculty to students	19%	53%	21%	8%
Registration procedures	19%	48%	28%	5%
Bookstore services	10%	44%	34%	12%
Buildings, grounds, parking	20%	28%	44%	9%
Overall quality of faculty	11%	43%	37%	10%



This year we will be selecting two families for Make a Brighter Christmas!

Help Make a Christmas Brighter for a Student

12th ANNUAL SUPPORT A STUDENT BASKET GIVEAWAY!!!

Do you know an MCC student who is a single parent and may need a little assistance this Christmas? Submit their name to Mary Williams or Janice Whitlow by November 16, 2009.

Each year we gather names of needy MCC students, with preference given to single parents, and prepare baskets filled with food and gifts to help make their holiday brighter. Over the past ten years, **45 families** have received the needed help to brighten up their holiday.

How do we choose our families? Listed below are some guidelines we use in

selecting the families from the numerous names submitted. This year we will be selecting 2 families.

General Guidelines

- ◆ **Must be currently enrolled MCC student**
- ◆ **Must have children**
- ◆ **Either single parent or hardship case**

When submitting a name, please tell us about the person - how they fit within our general guidelines and anything else you can tell us to help in our selection.

DONATIONS

Besides monetary donations, we are accepting donations of various items; a drop off box is located in room 1107 (across from Graphics). Listed below are some of the

items we have given out in the past. Monetary donations can be dropped off to Janice in room 1107 or Mary in Administrative Complex room 400.

- ◆ Food Items
- ◆ Paper Products
- ◆ Cleaning Supplies
- ◆ Personal Hygiene Items
- ◆ Books / Games
- ◆ Clothing
- ◆ Perfume/Cologne Gift Set
- ◆ Hats, Scarves, Gloves/ Mittens

Whatever help you can give us is GREATLY APPRECIATED!!

Thank you ~ Help Make A Brighter Christmas Committee

German Exchange Program 2010

Muskegon Community College students and faculty will travel to Stuttgart, Germany May 7-16, 2010!

MCC will provide another opportunity for students and staff to participate in a bilateral exchange program with its sister college, Kaufmännisches Schule Stuttgart-Nord (KSN) in Stuttgart, Germany.

The exchange includes visits to:

- * Cultural and historical sites
- * Local businesses such as Daimler, Porsche, and Ritter Sport

Each participant is hosted by a German student or faculty member of the Kaufmännisches Schule Stuttgart-Nord. Are you looking for an experience that will last a lifetime? Then sign up for the German Exchange Program! The deadline for application is December 19, 2009

For more information contact Kathy Tosa at 231-777- 0376 or email Kathy.Tosa@muskegoncc.edu



The deadline for application is December 19, 2009



Submitted by: Tom Schurino and Kathy Tosa

OVERBROOK THEATER

**“IT’S A WONDERFUL LIFE:
A LIVE RADIO PLAY”**

by Joe Landry

Wednesday - Saturday
December 2 - 5, 2009
7:30pm

&

Sunday, December 6, 2009
3:00pm

Tickets are \$5(MCC) or
\$10(PUBLIC)

Call: 231 777-0324 for
additional information
or tickets.

(ONE WEEKEND ONLY)

LECTURE SERIES

**“Afghanistan Since the
Withdrawal of the Soviet
Union’s Army”** Dr. Alam
Payind, Director of the Middle
East Studies Center, Ohio State
University Thursday, No-
vember 12, 2009, 7:00pm -
8:00pm - Overbrook Theater -
FREE and open to the public



THE CREATIVE & PERFORMING ARTS DEPARTMENT
MUSKEGON COMMUNITY COLLEGE
“Celebrating the human spirit through creative expression.”



MCC COLLEGE SINGERS

Fall Festival Concert

Sunday, November 1, 2009
7pm - Overbrook Theater

**WEST MICHIGAN
YOUTH SYMPONY**

Fall Concert

Sunday, November 15, 2009
3:00pm - Dogwood Center
Fremont, Michigan
[http://www.westshore.edu/
webs/music/](http://www.westshore.edu/webs/music/)

**WEST MICHIGAN CON-
CERT WINDS**

The Many Faces of Jazz
Sunday, November 22, 2009
4:00pm - Frauenthal Perform-
ing Arts Center, Downtown
Muskegon, Michigan
Visit www.WMCW.org for
more information



**OVERBROOK
ART GALLERY**

“The Art of Scott Rosema”

Nationally known comic book
artist exhibits finished illustra-
tions and working drawings in
connection to MCC’s new
video game design certificate
program

November 9 - December 16
Gallery Hours M-F 9-4pm with
special weekend hours during
performance of “It’s a Won-
derful Life: A Live Radio Play”
on Dec. 2 - 5

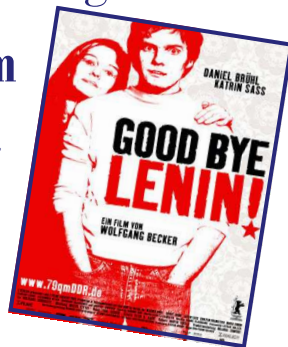
For more information
please call 231.777.0324

Submitted by
Julie Solowy

Join us for these upcoming International Events at MCC!

“Goodbye Lenin!” Film

To celebrate the 20TH Anni-
versary of the fall of The BER-
LIN WALL, come and watch
this fascinating German film
about reunification and the
liberation of the citizens in
East Germany



Monday, November 9

First Show - Room 234
1:00pm-3:00pm

Second Show - B&G
6:00pm - 9:00pm

Submitted by:
Tom Schurino and Kathy
Tosa

International Panel Discussion

Plan to attend the 9th annual
International Panel Discussion.
Our international students
will be there to share insights
with you about their corner
of the world. Featured coun-
tries this year will be: Gambia,
Poland, Costa Rica, Indonesia,
Africa, and Vietnam. You will

have the opportunity to ask
questions and take notes.
Co-sponsored by the Interna-
tional Student Club

Monday, November 16
6:00pm - 9:00pm
1100 - Stevenson

German Exchange Information

Come to the German Ex-
change information meeting
followed by the Movie - *The
Lives of Others* (German: *Das
Leben der Anderen*). This is a
2006 German drama film,
which traces the gradual disil-
lusionment of Captain Gerd
Wiesler (Ulrich Muhe), a

highly skilled officer who
works for the Stasi, East Ger-
many’s all-powerful secret
police

Monday, November 18
6:30pm Meeting
7:00pm Movie
Blue & Gold



Campus Flu Shot Clinic

DON'T FORGET YOUR FLU SHOT!!!

Visiting Nurse
Services will conduct a
**FLU SHOT CLINIC
ON CAMPUS**

**RESCHEDULED FOR
FRIDAY,
NOVEMBER 13
11:00 AM – 1:30 PM
Room 1204 in the
Stevenson Center**

No appointment necessary.

Available to anyone age 9 or older. Medicare Part B members, no charge with card. (All others \$30).

Pneumonia shots also available, \$40 (first-time or with

doctor's orders only).

FOR ADDITIONAL FLU SHOT CLINIC

DATES AND TIMES, GO TO:

www.vns-muskegon.org

1-800-499-5025 /

(231) 726-5025



SAVE THE DATE!
November 13

You CAN Exercise at Your Desk



Feeling the aches and pains of spending too many hours tackling the pile of work on your desk or leaning forward hunched over the keyboard? Sitting at a desk all day puts pressure on your lower back, neck and shoulders. When the day is over, you may feel the effects with symptoms like soreness or exhaustion.

Fortunately, proper stretching is something you can do to give your muscles and tendons the

rest, recovery and nutrients they need for health and injury prevention. Even if you have a comfortable, well-adjusted chair, it's still necessary to stretch and change positions because your body is designed to move.

Relieve common aches and pains by taking one-minute breaks every 20 minutes or so to relieve tension and loosen stiff muscles. Make sure to stretch your arm, shoulder and back muscles. Here are a few helpful stretches to get you started:

Finger stretch - Separate and straighten your fingers until you feel a stretch, keeping your hand in alignment with your wrist. Hold for 10 seconds. Next, bend the end

and middle knuckles of your fingers, keeping your hand and wrist in the same position. Hold for 10 seconds. Relax and repeat.

Back Scratch - Give yourself a pat on the back, and gently stretch the back of your arm at the same time. Reach behind your head and place your hand on your upper back, keeping your arm close to your ear. Gently hold your elbow with your opposite hand. Pull your elbow toward the back of your head and reach your hand toward the middle of your back until you feel a gentle stretch. Hold for 10 to 15 seconds. Relax. Repeat on the other side.

Chin tuck - Start by facing straight ahead. Keep

your back straight, and pull your chin toward your chest until you feel a stretch along the back of your neck. Hold for 5 to 10 seconds. Relax and return to your start position. Repeat two to three times.

Shoulder shrug - Slowly bring your shoulders up toward your ears. Hold for 3 to 5 seconds, then roll your shoulders back and down. Relax. Repeat 5 to 10 times.

Daily stretching can help you feel better, boost your energy level and reduce the pain caused by prolonged sitting at your desk!

Referenced from
Wellness Weekly



MCC Staff Development Opportunities

Welcome to a new month of all NEW Staff Development Opportunities! We had great participation last month and with many requests for more courses. Staff Development courses are offered two ways – traditional classroom setting or online (www.muskegoncc.edu/muskegon-pro). We encourage you to take advantage of these opportunities to learn more about the programs/tasks we use every day. Please email events@muskegoncc.edu to reserve a seat for any of the trainings, to suggest any course offering, or if you are interested in facilitating a course.

Watch your email for upcoming class reminders and keep reading Campus Connections to see what courses are offered each month.

paring a PowerPoint presentation. Bring questions with you and the facilitator will include them into the course discussion

**Wednesday, November 4
from 10am-11am**

Room 1228

Are You a Crasher or a Flasher? - Don't rely on saving your documents and files to your c:drive (my document folder). This is a good way to set yourself up to crash and lose all files. Once your computer crashes, all documents are lost and cannot be retrieved. This course will help you to learn about taking advantage of saving files to the h:drive or how to save on a flash drive so you don't have to worry about losing your work! This course will also show you how to use a secure flash drive. That's right! Not all flash drives are secure!

**Thursday, November 5
from 11:30am-12:30pm
or**

**Monday, November 16
from 10:30am-
11:30am**

Room 1228

Advanced PowerPoint 2007 - The Advanced PowerPoint class will demonstrate how to design your presentation. This class will also include embedding music, video, and files into your presentation. It will also introduce you to animation. Bring questions with you and the facilitator will include them in the course discussion

Basic PowerPoint 2007 - The Basic class will cover the steps of "how to" use PowerPoint including inserting new slides, printing slides or hand outs. It will give you the basic knowledge of pre-

**Wednesday, November 11
from 10am-11am**

Room 1228

Effective Business Writing - This class will cover the steps of "how to":

- ◆ Develop a clear, thorough and concise writing style for ultimate effectiveness and productivity
- ◆ Use a 3-step writing process to make sure your message is organized, makes impact, encourages feedback
- ◆ Diplomatically deliver bad news
- ◆ Write persuasive messages
- ◆ Write effective routine messages

**Thursday, November 12
from 2pm-3pm**

Room 1228

Proposal and Report Writing - This class will cover the components of a report or proposal, researching and survey techniques, and "how to":

- ◆ Analyze the situation and evaluate your audience for best results
- ◆ Organize and write proposals for receptive and unreceptive audiences
- ◆ Increase "skim" value so that your proposal is easy to read or your message will get through if audience just "skims over" it

**Thursday, November 19
from 2pm-3pm**

Room 1228

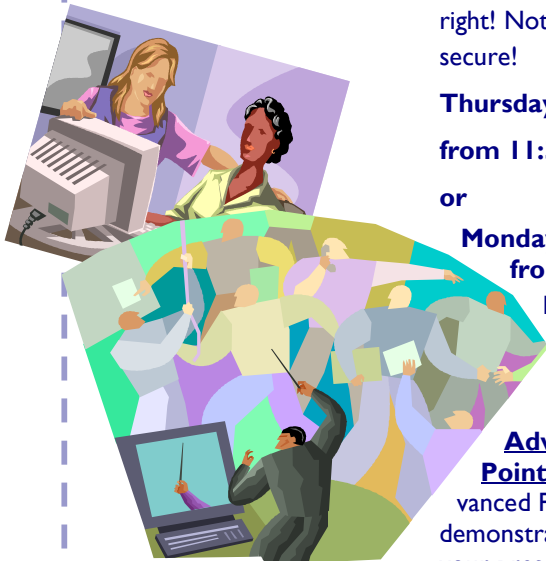
Tobacco Cessation Courses –Facilitated by Ed Parsekian, Muskegon Health Department

Learn ways to help quit tobacco use and "Kick the Habit." Tobacco Free Cessation Seminars in combination with the Tobacco Free Environment at Muskegon Community College and the Muskegon County Clean Indoor Air Regulation. MCC is not the only place here in Muskegon that has developed a "No Smoking Policy", there are many other places in Muskegon and around us that are installing new policies regarding smoking in and around public buildings. Registration is limited to 15 people per session!

**Mondays, Nov 9 - 30
from 6-7:30pm in Room
Room 1228**

To register for this course, email Stacey.DeBrot@muskegoncc.edu or log onto: www.muskegoncc.edu/ce. For payments section, choose to pay off-line.

I am excited to be working on Staff Development opportunities for everyone so please let me know what you would like to see offered, what days and times work best, etc and I will try to schedule something to meet your needs. -Stacey





**Muskegon Community
College**

**A Monthly publication of
Muskegon Community College**

221 South Quarterline Road
Muskegon, Michigan 49442



MCC Birthdays

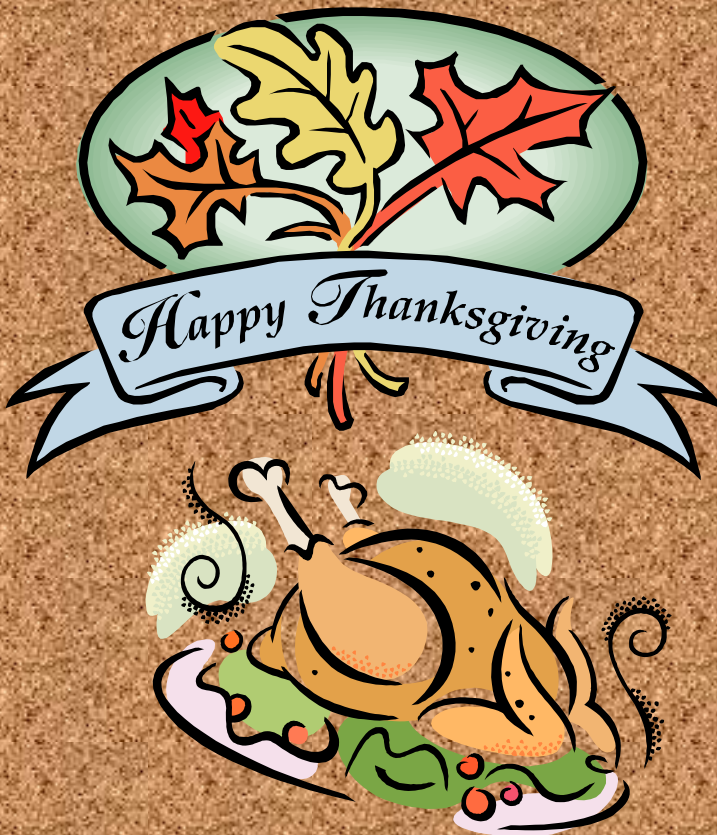
November

Paula McClurg-Ziemelis 11/1
Char Parker 11/2
Martha Reyna-Gonzalez 11/2
William Sikkenga 11/2
Dale Devries 11/4
Sue Zemke 11/5
Rich Brimmer 11/8
Donna Warner 11/8
Barbara Holtrop 11/9
James Donohue 11/10
Beverly Hair 11/11
Janice Alexander 11/13
Margitta Rose 11/13
Erin Hoffman 11/14
Kathy Krentz 11/18
Patti D'Avignon 11/19
Chris Nowak 11/25
Becky Evans 11/27
Larry McDaid 11/29

December

Tom Wolters 12/3
Kathleen Bates 12/4
Bill Jacobks 12/4
Amer Al-Saji 12/14
Donella Cooper 12/19
Theresa VanVeelen 12/24
Jnai Wallace 12/24
Anne Meilof 12/28
Virginia Bagnieschi 12/29

MCC's Bulletin Board



Fall 2009 Library/Information Commons Hours

Monday - Thursday 7:30am - 10:00pm
Friday 7:30am - 4:30pm
Sunday 1:00pm - 6:00pm (starting Sept. 13)

CLOSED Saturdays and Thanksgiving Weekend Nov. 26-29

Fall Bookstore Hours

Monday - Thursday 8:00am - 7:00pm
Friday 8:00am - 4:00pm
Saturday 8:30am - 12:30pm
Sunday CLOSED

Fitness Center Hours - Fall 2009

Monday & Wednesday 12:30pm - 2:30pm
3:30pm - 7:00pm
Tuesday & Thursday 2:30pm - 5:30pm

You must be a registered student. Faculty, or staff of Muskegon Community College to use the Fitness Center. For further information, you may call Jane at 231-777-0385