

# **Northwestern Michigan College Support Staff Resource Guide**



**Revised September 2003**

**Northwestern Michigan College  
is an Equal Opportunity Employer**

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## **PREFACE**

This resource guide is published to provide support staff members with a convenient reference regarding employment policies, benefits, and the NMC community in general.

Because policies are subject to change and since the information is summarized, this booklet can serve only as a guideline. Nothing in these summarizations is intended to be construed as changing or supplementing in any manner the meaning of any policies, contracts, or other related documents. Details of actual policy and procedures can be found in the Northwestern Michigan College Policy Manual which can be found on the web at <http://www.nmc.edu/policies/nmc/>.

The Board of Trustees reserves the right to change its employment policies and benefits at any time.

Additional copies of the Resource Guide for Support Staff may be obtained from the Human Resources Office. Human Resources staff will also be glad to help you with any questions regarding the policies of NMC.

## **POLICY OF NONDISCRIMINATION**

It shall be the policy of Northwestern Michigan College to comply with federal and state laws and regulations prohibiting discrimination and to comply with all requirements and regulations of the U.S. and Michigan Department of Education. Northwestern Michigan College is an Equal Opportunity Employer.

Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, creed, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

## MISSION

Northwestern Michigan College provides lifelong learning opportunities to our communities.

## VALUES

NMC is **responsive to our communities**.

NMC meets the educational and cultural needs of our communities while honoring history and tradition.

NMC provides a **caring environment**.

NMC fosters a cooperative, healthy, and safe environment in which to learn, work, and live.

NMC focuses on **learning**.

Students are primary to NMC, and the College provides an environment in which they can learn. Everyone at NMC is both a learner and an educator.

NMC strives for **excellence**.

NMC sets high academic standards, provides quality education for our students, and strives for excellence in everything we do.

NMC practices responsible **stewardship**.

NMC recognizes our responsibilities for the human, capital, financial and environmental resources entrusted to our care. The College exercises sound judgment in deciding how to meet community needs.

NMC exemplifies **ethical behavior**.

NMC practices and teaches trust and integrity through example.

## VISION

We will improve our changing world by strengthening the communities we serve - one learner at a time.

## MAP

To view a map of NMC's campus, go to <http://www.nmc.edu/info/maps/main-campus.html>, or to view a map of all NMC campus sites go to <http://www.nmc.edu/info/maps/all-campus.html>.

## GENERAL INFORMATION ABOUT NMC

Northwestern Michigan College was founded in 1951 by a group of local citizens who wanted to provide an affordable college education for area residents. In 1955, NMC became Michigan's first community college under the Michigan Community College Act. It is fully accredited by the North Central Association of Colleges and Secondary Schools.

NMC is a comprehensive community college providing three major types of education:

- 1) Transfer program of study, or the equivalent of the first two years of study
- 2) Occupational curriculum that offers a wide variety of one and two-year programs for students whose immediate plans are to enter careers immediately after graduation from NMC
- 3) Non-credit and training courses through Extended Educational Services and M-TEC Training and Research.

NMC also provides a strong system of student support services, such as academic advising and counseling, career counseling, job placement assistance, special needs, health services, and admissions and financial aid support.

In addition, the NMC University Center hosts baccalaureate and advanced degree programs from several of the state's colleges and universities.

Campus residence halls and apartments provide living accommodations for up to 528 students. Campus dining facilities in West Hall serve residence hall and commuting students.

The main campus is a 146-acre tract of wooded land situated in a residential area near Grand Traverse Bay. The NMC Technical Campus is located a mile from the main campus on eight acres of waterfront property on West Grand Traverse Bay. The College's Aviation Center is adjacent to the Cherry Capital Airport on Aeropark Drive, and the NMC Observatory is located on five acres less than a 15-minute drive from NMC's main campus. The University Center Campus is on Cass Road on the west shore of Boardman Lake. NMC also has a satellite campus in Cadillac, Michigan. In addition, NMC has an interactive distance-learning network, called Project Interconnect, which has classrooms in each high school in the five-county area.

NMC has approximately 4,000 students enrolled in credit programs, and over 8,000 in non-credit. Approximately 59% are female; average age is 27. Forty percent are full-time students (12 or more credits), 34% taking 6-11 credits, and 26% taking 1-5 credits. Fifty-four percent live in Grand Traverse County.

## **Governance and Organization**

NMC is governed by a seven-member Board of Trustees, who are elected by constituents of NMC's service area. The Board meets monthly.

The President is appointed by the Board of Trustees to serve as the chief executive and administrative officer of the college. Any questions regarding the Board or Board meetings may be referred to the President's office.

The NMC governance system is defined in the Governance manual, which may be obtained from the President's office.

## **NMC EMPLOYMENT**

### **New Employee Sign-up**

As a new employee, you will need to visit the Human Resources the first day of employment in order to complete sign-up procedures, make arrangements for payroll and benefits, and establish your personnel records. The following information will be required before payroll checks can be issued.

- Proof of eligibility to work in the U.S. You will need to produce either a) your passport, or b) a driver's license AND social security card or birth certificate. Other documents may be legally acceptable if these are not available.
- Home and campus address and phone numbers
- Number of exemptions (federal and state W-4's)
- Employee Data Sheet
- Resume or application form
- Beneficiaries (for insurance and retirement purposes)
- Birth dates of you and your spouse and children
- Social Security number
- Enrollment in Michigan Public School Employees Retirement System (MPERS)

If your status changes while employed at NMC due to marriage, death, moving, divorce, or other similar events, it is your responsibility to change your employment records. If changes need to be reported, please check with Human Resources (5-1026) for the proper forms.

Your supervisor will begin your orientation, including familiarizing you with your job, work area, co-workers, and the NMC campus.

## **Your Paycheck**

You are paid every other Friday. Time sheets for each bi-weekly pay period are to be turned in on Monday morning before payday (Friday before payday for part-time staff). Your supervisor will show you how to complete the time sheets.

Paychecks and earnings statements are delivered by campus mail to your office. Any questions regarding paychecks can be directed to Payroll (5-1942).

## **Hours of Work**

*Work Week.* The normal workweek for full-time Levels 1-4 support staff employees is 37 ½ hours during a five-day workweek. The normal workweek for full-time Level 5 support staff is 40 hours during a five-day workweek. Working hours for part-time personnel are determined by the supervisor. Your supervisor must approve any hours worked beyond your normal schedule.

*Overtime.* Overtime is paid at time and one-half for time worked in excess of forty hours in a one-week period. This applies to holiday work. Any hours worked in excess of 37 ½ per week (Levels 1-4) or 40 per week (Level 5) may not be accumulated beyond the same two-week pay period in which they were earned.

*Break Periods.* The normal workday allows for a one-hour lunch period and a 15-minute break in the morning and afternoon, which are coordinated with your supervisor. Part-time staff working at least four continuous hours also are allowed a 15-minute break period. The breaks cannot be accumulated or used to make up other time.

## **Probationary Period**

New employees are on probation for the initial three-month period of employment, unless this time is extended by the supervisor (not to exceed six months). Transferees to other positions within the College are also on a three-month probation, with possible extension to six months.

After you have served six weeks of the probationary period, the supervisor will review your performance with you. At the end of the probationary period, the supervisor will make a written assessment, which will be placed in your file.

Employees performing satisfactorily will be removed from probationary status at the end of the probationary period. If performance is not satisfactory, reasons will be provided in writing as to why the employee is not being retained.

## CLASSIFICATION AND COMPENSATION

### Employment Categories of Support Staff

For purposes of definition, these are the basic employment categories of Level 1-4 support staff:

- A. Full-time staff regular schedule** - scheduled on an annual basis to work at least 75 hours bi-weekly for 52 weeks.
- A. Full-time limited schedule** - scheduled on an annual basis to work at least 75 hours bi-weekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- B. Part-time regular schedule** - scheduled on an annual basis to work less than 75 hours but at least 37½ hours bi-weekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. Part-time limited schedule** - scheduled on an annual basis to work less than 75 hours but at least 37½ hours bi-weekly, for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.

These are the basic employment categories of Level 5 support staff:

- A. Full-time regular schedule** - annually contracted or scheduled to work at least 80 hours bi-weekly for 52 weeks.
- B. Full-time limited schedule** - annually contracted or scheduled to work at least 80 hours bi-weekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. Part-time regular schedule** - scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours bi-weekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. Part-time limited schedule** - Scheduled or contracted on an annual basis to work less than 80 but at least 40 hours bi-weekly, for less than 52 but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing needs.

### Other Employment Categories

- A. Supplemental part-time** - An employee who is available for on-call or supplemental service, but is not on a regular work schedule or annual appointment; works less than 900 hours per year. Is not placed in Classification Compensation Plan; consistent pay levels are established administratively. No guarantee of continuing employment.

- B. Temporary** - Temporary employees are contracted or scheduled to fill a short-term need for a specified period of time, usually replacing a regular employee on leave. Appointment is normally for less than 900 hours in a fiscal year unless there is a prior agreement to substitute for a regular employee for a specified period of time up to one year. Temporary employees are not placed in the staff Classification Compensation Plan; consistent pay rates will be established administratively. If substituting in a regular position, the pay will be at least the minimum of the salary range of the regular position.

## **CLASSIFICATION AND COMPENSATION PLAN**

Support staff are covered under the staff classification and compensation plan. A full copy of the 3Cs Classification & Compensation plan may be viewed at: <http://www.nmc.edu/hr/faculty-staff/compensation/class-comp-plan.pdf>.

Job descriptions should be kept updated. A file of all current descriptions is kept in Human Resources and can be viewed upon request. Any changes should be submitted through your supervisor to Human Resources. Jobs having significant changes may be reviewed to make sure the classification is still appropriate.

If you feel that your position is inappropriately classified, you may request a classification review. You will need to update your job description and submit a Request for Classification Review form which can be obtained from Human Resources. The Classification Compensation Committee will review the position and make a recommendation to the President, who will make a final decision. If you wish to appeal the decision, you need to send a memo to Human Resources within ten working days of the President's decision. The plan document explains this review procedure in greater detail.

### **Salary Schedules**

The Board of Trustees has adopted the long-range goal of employing the very best people available and guaranteeing them compensation levels consistent with employers of those institutions with whom NMC competes for services. The Board of Trustees may authorize adjustments to the support staff salary schedule in order to maintain the college's competitive position with respect to salaries. If increases are available, they are normally effective July 1.

The Classification and Compensation Plan provides for salary ranges (minimum and maximum) for each level. The support staff salary schedule has five levels with seven steps in each level. The expectation is that employees with satisfactory performance should move up in their respective salary level; employees with unsatisfactory performance will not advance.

See the Classification and Compensation Plan for more detailed information regarding the salary schedules, salary determination, and salary increases.

### **Longevity Pay**

Support staff hired before February 1, 1986, are eligible for longevity pay beginning with the ninth year of continuous employment as follows, based on the previous year's base salary:

Starting with the 9th year	3%
10th - 13th year	4%
14th - 18th year	5%
19th - 23rd year	6%
24th year and on	7%

### **Valued Service Payment**

Support staff hired after February 1, 1986, are eligible for an annual valued service payment of \$250 the first year eligible, increased \$50 each year thereafter to a maximum annual payment of \$800. To be eligible, the employee must have completed his/her eighth consecutive year of employment at NMC in a regular appointment, have served one year at the top of their current salary level, and have completed at least 24 hours of professional development in the prior year. This payment is made in a lump sum in the first regular pay in July.

## **CHANGING POSITIONS**

If you are interested in a transfer or promotion within the College, watch for the postings. A staff member may apply for any position that is open and posted for which you qualify. The postings are sent as everyone emails and are placed on the bulletin board outside the Human Resources Office and on the Human Resources website at <http://www.nmc.edu/hr>. Job descriptions may be reviewed in the Human Resources Office to identify the qualifications required for positions at the College. This may help you be prepared when openings occur.

## **YOUR BENEFIT PROGRAM**

When you begin employment with NMC, you will receive a benefit packet, which has various booklets describing benefits available to you. For a printable summary of benefits, please visit the Human Resources website at: <http://www.nmc.edu/hr> and click on benefits.

## **TRAINING AND DEVELOPMENT**

There are many ways in which NMC supports your professional development.

Professional development opportunities are available at NMC. For more information, visit

<http://www.nmc.edu/hr/policies/1467-00.pdf> to view the Professional Development policy and click <http://www.nmc.edu/hr/policies/1467-01.pdf>. to view the Professional Development Procedure.

### **Educational Benefit**

As described in the Summary of Benefits at <http://www.nmc.edu/hr/benefits/Benefits%20Summary%20All-Revised%205-3-06.pdf>, staff members may attend classes at NMC with tuition paid by college scholarship funds. Release time to take a class during the workday that is relevant to your work position will be considered on an individual basis, taking into account the nature of the class, time of the class, workload of the position, etc. Flex time arrangements may also be made for the purpose of taking courses.

### **NMC Four Year College and University Scholarship Program**

NMC provides \$1,000 tuition and fee assistance annually to regular staff at Northwestern Michigan College who attend the NMC University Center or another four-year college or university pursuing courses or an advance degree/certificate. The maximum award per staff member per fiscal year is \$1,000. Emails are sent out each semester requesting applications.

### **In-Service Training**

The Human Resources Office, Wellness and Ergonomics Committee and other groups sponsor training sessions on various topics throughout the year. All staff are welcome to attend. Watch for mailings, postings and notices in the *Intercom* announcing the sessions.

### **Area Support**

Some College areas have a budget to support the training and development needs of their staff. Talk to your supervisor about procedures for applying.

## **CONFLICT RESOLUTION**

The support staff conflict resolution procedure identifies the channels that can be taken to resolve problems in the workplace.

In addition, you can always have a confidential discussion with the Human Resources Director or Coordinator regarding a problem.

### **Discrimination**

To view NMC's policy of nondiscrimination go to <http://www.nmc.edu/policies/nmc/D-1104-00.pdf>. NMC is an Equal Opportunity Employer.

## **Appeals Regarding Job Classification**

Refer to the Classification Compensation Plan document for more information regarding this.

## **Sexual Harassment**

It is the policy of NMC that sexual harassment of students and employees is unacceptable and will not be tolerated. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other types of sexual conduct when submission to this conduct is made a condition of employment, is used as a factor in decisions regarding employment, or has the purpose of interfering with employment by creating an intimidating or offensive environment. Any complaints regarding sexual harassment should be directed to your supervisor or to the Human Resources Director. Refer to the Sexual Harassment Policy in the NMC Policy & Procedures Handbook for more complete information regarding this.

## **DISCIPLINE AND DISMISSAL**

A support staff employee may be recommended for termination by the appropriate supervisor. The supervisor will notify the employee by providing a written notice stating the reasons, providing for either a two-week notice or immediate dismissal with two weeks' pay. Causes for termination or other disciplinary action include, but are not limited to the following:

- a. dishonesty, drunkenness, immoral conduct, or violation of the Controlled Substance Act,
- b. conviction of a felony by a Court of Law,
- c. incompetency, insubordination, dereliction of duty, repeated discourteous treatment of others,
- d. use of fraud, deception or misrepresentation of facts used in the application for employment,
- e. frequent and/or habitual tardiness or trivial absences which reduce the efficiency of the work unit.

## **LEAVING EMPLOYMENT WITH THE COLLEGE**

When the time comes to leave the college, either by resigning your employment or retiring, there are checkout procedures which need to be followed.

You will need to provide a written resignation, either by letter or filling out a resignation form (obtained from the Human Resources Office), stating your reasons for leaving and your last day of work. A notice of at least two weeks is appreciated.

You will then need to complete a Checkout Sheet (available in the Human Resources Office). This must be processed and sent to Payroll before your last paycheck will be released. An exit

interview will be scheduled with the Director of Human Resources.

### **Continuation of Health Coverage**

According to the requirements of federal law, you will be able to purchase continuation coverage of your group health benefit at group rates for a period of time after leaving employment. Notification will be sent to you informing you of your rights and responsibilities regarding continuation coverage.

In addition, continuation coverage may be available to your spouse and dependent children in the event of your death, termination of employment, reduction of hours, divorce or legal separation from spouse, eligibility for Medicare, or if the child ceases to become a dependent. It is the responsibility of you or a family member to inform Human Resources if any of these events occur.

For more information regarding this, contact the Human Resources Office at 922-1362.

### **Retirement**

If you plan to retire, contact the Coordinator of Benefits/Human Resources, extension 5-1148, for information regarding retirement under the Michigan Public School Employees Retirement System (MPSERS). The sooner you start this process, the better.

There is no mandatory retirement age at NMC.

Retirees are welcome to attend NMC functions and utilize NMC facilities such as the Library and Faculty and Staff Dining Room. Retirees may receive a staff parking permit and the retiree may attend classes at NMC tuition-free.

### **Layoffs/Retrenchment**

In the event layoffs or retrenchment become necessary within the College due to financial emergency, the College maintains its commitment to its employees. Retraining and/or re-assignment within the institution or assistance in finding employment elsewhere are examples of assistance the College will provide whenever possible.

## **SAFETY AND HEALTH**

### **Injuries on the job**

Any injuries on the job should be reported immediately and in writing to your supervisor and Human Resources for Workers' Compensation purposes.

## **Hazard Communication Program**

You have a right to be informed of any hazardous chemicals in your workplace, according to the Michigan Right to Know Law. You can make a request with either your supervisor or the Purchasing Department to view the Material Safety Data Sheets on the hazardous chemicals in your workplace. In addition, you should receive training on the proper handling of these chemicals before working with them. All hazardous chemicals are to be properly labeled. A complete copy of the Hazard Communication Program may be obtained from the Vice President for Administrative Services.

Any questions or problems regarding compliance with safety and health regulations should be referred to your supervisor.

## **Communicable Disease Policy**

In the event that a student or employee contracts an infectious disease, it is the intent of the College to handle each case on its own particular facts. There will be an attempt to strike a balance between the rights of the person having the disease and the rights of students and coworkers to be free from the risk of exposure. If you become aware that a student or staff member has a communicable disease that poses a health hazard to others, report it immediately to the Director of Student Health Services. Confidentiality and privacy rights will be respected.

Faculty, staff and student employees with a communicable disease will be treated consistently with other employees as long as they are able to meet acceptable performance standards and do not pose a health hazard to others. An employee's health condition is personal and confidential and should be treated as such. See the Policies and Procedures book for complete information regarding Communicable Disease Guidelines. Questions or concerns may be directed to the Director of Student Health Services or Human Resources.

## **Substance Abuse and other Personal Problems**

Many resources exist within the College and the community for assistance with abuse problems.

If you, a co-worker, a student or a family member have a problem, you can ask for information from the Employee Assistance Program, or Human Resources. Confidentiality and privacy rights will be respected. The EAP can be contacted by calling 947-8387.

It is the intent of Northwestern Michigan College to comply with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the NMC premises, including the premises on which NMC programs are conducted. Please refer to the [NMC Alcohol and Illicit Drugs Policy \(Section D-403.00\)](#).

1. As a condition of employment, all employees will receive a copy of the NMC Policy on

Alcohol and Illicit Drugs and shall abide by its provisions.

2. Any employee who has been convicted for violation of any criminal drug statute which occurred in the workplace shall notify Human Resources in writing no later than five working days after receiving notice of such conviction. Human Resources will be responsible for ensuring that any applicable agencies granting federal funds are notified within ten days.
3. An employee who has been so convicted will be subject to appropriate Human Resources action (including disciplinary sanctions up to permanent discharge) and/or will be provided the opportunity to participate in a rehabilitation program. NMC will require a physician's verification of participation in such a rehabilitation program.
4. A drug-free awareness and education program will be maintained for NMC faculty and staff through Human Resources, Wellness Committee and other applicable college services.

## **MISCELLANEOUS**

### **Parking System**

You will need to obtain a parking permit from the Cashier's Office. This will allow you to park in the lots listed on the permit. There is a nominal annual parking fee.

### **Telephone System**

The NMC telephone system has many helpful features. Telephone operations will be glad to demonstrate the system right in your office. Call extension 5-1110 for an appointment or to obtain a Telephone Users Guide.

For police, fire, or medical emergencies dial 9, then 911. NMC has a complete emergency notification and incident reporting system. Call Facilities (ext. 5-1111) for a current copy.

### **Keys**

Keys to campus buildings are issued by Facilities. If you need a key for your building or office area, please request one through your supervisor. You will need to sign a key issue form for each key you receive.

### **Campus Mail**

NMC has an internal campus mail system in addition to processing U.S. mail, express mail and parcel delivery. Mail is picked up and delivered to divisional offices twice daily. Use of the college mail system should be limited to official college business. Call the Mail Room (5-1131) with any questions about the mail system.

## **Library Services**

The Mark and Helen Osterlin Library serves the students, faculty, and staff of NMC in support of the instructional and service needs of the College. In so far as possible, it also serves area citizens not affiliated with NMC. Think of it as your library. The library can help you find books, magazines, documents, references, reviews, addresses, and phone numbers to help you with your job here at NMC. If they do not have something, they can get it from a library that does through interlibrary loan. The library will also help you find books and magazines in your own personal interest areas.

Invite your family to come in and browse. The library has unique materials in area history and genealogy. The library is open more hours than any other place on campus. You can call with any questions at extension 5-1060.

Remember, nobody was born knowing how to use a library. Ask the staff - they want to help you with your information needs.

## **Educational Media Technologies**

Media Library: NMC maintains a library collection consisting of over 3,000 video and other media titles.

Media Distribution: We provide two distribution options: Video Distribution where the media is sent over closed-circuit cable directly to the display system in the classroom or equipment delivery where our staff delivers to and sets up the equipment at your campus location.

Video & Audio Services: We can record off-air programming for instructional use as well as provide media/CD duplication, video production support, NMC 13, and the campus bulletin board system.

Conferencing: NMC offers a variety of electronic conferencing system options to the community. These include video conferencing, audio conferencing, web conferencing, and satellite teleconferencing.

### **Smoking Policy**

NMC has banned smoking in all of its buildings.

### **Employee of the Semester**

Each semester a staff member is selected as Employee of the Semester. Nominations come from co-workers. Criteria for the award include interest and pride in work, positive and supportive attitude, skill and proficiency in work, cooperation, initiative, professional appearance, courtesy, and concern and helpfulness to others. The Employee of the Semester receives a reserved parking spot, certificate, a special gift, and other recognition. Watch for nomination forms.

### **NMC Publications**

There are many regular NMC publications or documents that you may find helpful or of interest.

- Intercom—Weekly information newsletter emailed to everyone on campus, published by the College Relations Office.
- *NMC Catalog*—Master information on NMC programs and course offerings. Published every two years and available on the website at <http://www.nmc.edu/programs/catalog/2006-7/nmc-catalog-2006-7.pdf>.
- *Schedule of Classes*—Printed each semester showing class schedules and available on the web at <http://www.nmc.edu/programs/courses/schedules.html>.
- *Policy Manual*—NMC board and staff policies - published on the NMC website. For NMC policies, go to <http://www.nmc.edu/policies/> and click on NMC Policy Manual for General NMC policies, or [Faculty/Staff Policies & Procedures](#) for NMC Human Resource Policies.
- *Student Employment Bulletin*—Outlines employment policies for students.
- *Telephone Directory*—Directory printed each semester and is available at: <http://www.nmc.edu/staff/nmc-phone-directory.pdf>.
- *Faculty/Staff Directory*—Published by the Human Resources Office; (5-1362) contains names, addresses, titles, and phone numbers of all regular faculty and staff. This directory is for your information and not to be given out to anyone off campus.
- *NMC Facts*—This fact card has some basic information about NMC and is published by the College Relations Office.
- *White Pine Press*—Student operated newspaper.

- *NMC Magazine*—Quarterly magazine published by students.
- *Nor'Wester*—Newsletter published for NMC Alumni.
- *Student Bulletin*— Printed monthly; contains information for students.

### Where to Eat?

Evergreen Commons, located in West Hall has good, reasonably priced meals. They are open during the regular school year. There is a faculty and staff dining room located in the cafeteria.

The first-year culinary arts students offer an **International Buffet Lunch** at the Great Lakes Campus throughout the semester. This is open to the public. Watch for posters on campus or check E-mail for the menus and dates, and times. For more information call extension 5-1196.

### Health and Fitness

The NMC Wellness Committee sponsors many events and seminars designed to help you "feel good about yourself." Topics on fitness, diet, health, and mental well-being are addressed. Watch for announcements.

NMC has a Fitness Center in the Physical Education Building. It has a fitness circuit room containing exercise bikes, mini-tramps, rowing machines, and other equipment and a weight training room. Contact the PE Program Coordinator for more information.

### Special Events

NMC has many special events which happen throughout the year. Some of these include:

- **Opening Conference** - Before school starts each semester, faculty and staff convene for a one-day conference. Normally, there are featured speakers and short seminars, and an all-college breakfast.
- **NMC Barbecue** - This is NMC's annual fundraiser held every May. Everyone in the community is invited to partake of buffalo burgers and enjoy the many fun family events. Many staff members volunteer to serve or prepare food.
- **Campus Clean-Up Day** - Just before the barbecue, you'll get a chance to join your fellow co-workers and help clean up the campus. A day is reserved to trade your computer for a rake and get outside. The work is followed by a picnic.
- **Graduation** - Held in May, this is a very special event you'll want to attend.
- **NMC Scholarship Open** - This golf outing is held every August. The proceeds go to
- **The Honors Student Scholarships.** Organized by the College Relations Office.
- **Miscellaneous** - Concerts, speakers, plays, art shows and other activities are sponsored throughout the year. Watch the *Intercom* for announcements.

### Support Staff Council

The purpose of the Support Staff Council is to represent the assembly of support staff personnel

in matters pertinent to professional development, salaries and benefits, and to act as a liaison with other functional bodies of the college.

The staff as a whole elects members to serve on the Council. All members of the assembly are eligible for membership on the Council. The Council consists of five members elected for one-year terms. The officers are Chair, Vice Chair, and Secretary-Treasurer. They regularly meet and may call special meetings as necessary. Assembly meetings for all support staff members are also scheduled monthly. You will receive a copy of all mailings, minutes, and invitations to assembly meetings.

## Appendix A

### **What is a community College?**

*"The term community should be defined not only as a region to be served, but also as a climate to be created."*

The network of community, technical, and junior colleges in America is unique and extraordinarily successful. It is, perhaps, the only sector of higher education that truly can be called a movement, one in which the members are bound together and inspired by common goals.\*

From the very first, these institutions, often called "the people's colleges," have stirred an egalitarian zeal among their members. The open-door policy has been pursued with an intensity and dedication comparable to the Populist, the Civil Rights, and the Feminist crusades. While more elitist institutions may define excellence as exclusion, community colleges have sought excellence in service to the many. While traditional institutions too often have been isolated islands, community colleges have built connections beyond the campus.

The awarding of the first Associate of Arts degree at the University of Chicago in 1900, followed by the establishment of a junior college in Mexico, Missouri in 1901, and the upward extension of public high schools at Joliet, Illinois also in 1901, marked the beginnings of the community college movement. William Rainey Harper, President of University of Chicago and an aggressive advocate of the junior college, saw it as a place where students who would not otherwise attend an institution of higher learning could prepare for transfer to a senior college or could "stop naturally and honorably" at the end of the sophomore year.

As early as 1926, N.W. Walker, then president of the Association of the Colleges and Secondary Schools in the southern states, wrote: "The rapid rise of the junior colleges is one of the arresting facts of recent educational development in America. Within the past ten years," said Walker, "the junior college idea has been worked out in actual practice as perhaps no other single idea of so vast significance has ever been...in so short a period of time."

Since the 1920's, the public community colleges have dramatically expanded, far outnumbering their private counterparts. By 1960, there were about 400 public community colleges in the United States, enrolling a little over three-quarters of a million students. In the decade that followed, enrollments grew six fold and new community colleges opened at the rate of about one a week.

Between 1965 and 1975, total enrollment at community, technical, and junior colleges grew by 240 percent. Today, these colleges enroll approximately 43 percent of the nation's undergraduates and 51 percent of all first-time entering freshmen...

At their best, community colleges recognize and enhance the dignity and power of individuals.

Students come to colleges to pursue their own goals, follow their own aptitudes, become productive, self-reliant human beings, and, with new knowledge, increase their capacity and urge to continue learning. Serving individual interest must remain a top priority of community colleges. But they can do much more. By offering quality education to all ages and social groups, community colleges can strengthen common goals, as individuals are encouraged to see beyond private interests and place their own lives in larger context. Community colleges, through the building of educational and civic relationships, can help both their neighborhoods and the nation become self-renewing.

\* In this report, the term "community college" will often be used to refer to the network of community, technical, and junior colleges that comprise the movement.

The above is excerpted from "Building Communities: A Vision For a New Century," a report of the Commission on the Future of Community Colleges, AACJC, 1988.