

## New Employee Quick Resource Guide

### Purpose:

The purpose of this guide is to give new employees a general overview of the mission, purpose, structure, and composition of Moraine Valley Community College (MVCC). The guide will serve as a starting point for services, policies, and processes to become familiar with for a successful start at MVCC. The new employee guide should be used in the introduction process for the new staff mentoring program.

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### Websites:

Human Resources- <http://intranet.morainevalley.edu>  
Center for Teaching & Learning- <http://www.morainevalley.edu/CTL/>  
New Employee Mentor Program- <http://www.> (CREATE)  
Mentor Program Feedback Form- <http://www.> (CREATE)

## **Welcome from President Dr. Vernon O. Crawley:**

I am pleased to welcome you to the Moraine Valley Community College family. You have chosen to join one of the more prestigious community colleges in the nation. We hold that honor for good reason. Moraine Valley ranks among the top 8 percent of community colleges in the nation in associate's degrees conferred and fourth nationally in science degrees conferred. As the second largest community college in Illinois, we are a member of the League for Innovation in the Community College and accredited by the Higher Learning Commission.

Moraine Valley puts our students' success first in all we do. We focus on offering our students an excellent education at an affordable price. Our experienced faculty provide caring and expert instruction. Our enrollment continues to grow, and we are proud to report that more than one-third of the public high schools students in our district choose Moraine Valley to start their college educations.

Part of that growth can be attributed to the increasing number of adults who are returning to college or starting anew at Moraine Valley. We maintain close relationships with business and industry, which helps us ensure we are offering programs that will lead to a well-trained workforce.

You are joining an exciting, changing institution. We are in the midst of a campus expansion that will bring new and expanded classroom and lab facilities, as well as enhanced technology resources to serve our students. We have plans to build a new Southwest Education Center in the district to serve residents living in those communities to attend classes closer to their homes and jobs.

I am indeed proud of the outstanding work we do at Moraine Valley. So, once again, I welcome you and urge you to contribute your talents to help keep Moraine Valley the premier institution it is. You will see how we truly are changing lives for a changing world.

---Dr. Vernon O. Crawley

# INSTITUTIONAL INFORMATION

## *Mission Statement*

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

### **The college fulfills its educational mission through:**

**General Education**--courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making

**Transfer Programs**--courses in arts, sciences and business leading to an associate's degree and fulfilling the first two years of a bachelor's degree

**Career Education**--occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree

**Community Enrichment**--opportunities for residents to engage in lifelong education and cultural enrichment in a learning community

**Workforce Development**--partnerships with, and customized training for, business, government, social, and civic institutions resulting in organizational and economic improvement

**Student Development**--programs and services to support and enhance academic, career, and personal growth and success for our diverse student population

**Developmental and Enrichment Education**--courses, programs and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college-level courses

## *Strategic Priorities*

As a learning-centered college, we dedicate all programs, services, and resources to student success with a commitment to continuously monitor, assess, and improve our performance. New and continuing projects and their impact on staff and college resources will be examined within this framework.

To foster continuous improvement, Moraine Valley will:

- A. EMPHASIZE AND PROMOTE STUDENT SUCCESS
- B. ENHANCE COMMUNITY AWARENESS, CONNECTIONS AND PARTNERSHIPS
- C. EMBRACE DIVERSITY
- D. PLAN, ACHIEVE, AND MANAGE GROWTH
- E. BUILD ORGANIZATIONAL CAPABILITY THROUGH CONTINUOUS IMPROVEMENT

## *Core Values*

*Integrity*

*Responsibility*

*Respect*

*Fairness*

*Diversity*

## *Promise Statement*

We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.

## *Service Statement*

We value the members of our college community and recognize that each individual is entitled to respect, understanding and positive communication. We recognize that Moraine Valley Community College employees are the college's most valuable resources.

In support of the college's strategic directions, we are committed to providing quality service to students, including prospective, currently enrolled and graduates; community residents; fellow staff members; and others who come in contact with the college.

### **TO THIS END, WE WILL:**

Present ourselves in a professional, courteous manner.

Greet each person and situation with a positive attitude.

Address each person and situation in a fair, honest and timely manner.

Provide each person with the tools and resources necessary to be successful at his or her tasks.

Maintain the policies, procedures and standards established by the college.

## *Vision Statement*

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

## *Constituencies Served:*

The institution serves students, business and industry, the professions, and public sector groups primarily within the region and throughout the state, as well as diverse and special constituencies. MVCC works in collaboration with other state and regional postsecondary institutions in serving these constituencies.

## *Key Campus Committees:*

**President's Advisory Council:** The President's Advisory Council (PAC) is an advisory group to the president on both internal and external issues. It serves as a communication and consulting group. The PAC meets each month from 3:30pm – 5:00pm, in the Board Room. Members include the President and elected Faculty Representatives, Administrative & Professional Staff Representatives, Administrative Classified Staff Representative, and Support Staff Representatives.

## REFERENCE GUIDE - STAFF

### Who's Who 2009-2010

<b>President</b>	Dr. Vernon Crawley	5201
<b>Vice Presidents:</b>		
Academic Affairs	Dr. Terry Ludwig (Interim)	5202
Administrative Services & College Facilities	Mr. Andrew Duren	5203
Institutional Advancement	Dr. Margaret Lehner (Interim)	5257
Student Development	Vacant	5209
<b>Chief Financial Officer:</b>	Mr. Robert Sterkowitz	5250
<b>Deans:</b>		
Academic Development & LRC	Dr. Sylvia Jenkins	5294
Academic Initiatives & Accountability	Mr. David Deitemyer	5290
Career Programs	Ms. Margaret Machon	5369
Counseling & Advising	Ms. Joann Wright	5359
Enrichment Programs & Services	Dr. Nancy Cure	5646
Enrollment Services	Ms. Wendy Manser	5346
Liberal Arts	Mr. Walter Fronczek	5372
Science, Business & Computer Technology	Dr. James Fraites	5236
Student Services	Ms. Yolanda Isaacs	5360
Workforce Development & Community Services	Mr. Linley White	5733
<b>Department Chairs:</b>		
Academic Development & LRC	Ms. Maria D'Aversa	5262
Behavioral Sciences	Ms. Amy Williamson	5243
Biological Sciences	Mr. Ed Devine	5577
Business	Ms. Theresa Lorenzini	5626
Communications/Literature/Languages	Dr. Thomas Dow	5775
Computer Integrated Technologies	Mr. J.C. Malitzke	5454
Counseling & Advising	Mr. David Taylor	5722
Developmental Education	Dr. William Muller	5329
Health Sciences & Public Services	Ms. Susan Phelan	5743
Humanities & Fine Arts	Mr. Nicholas Thomas	5755
Information Management Systems	Ms. Michelle August	5622
Mathematics/Computer Science	Ms. Amy Madden	5233
Mechanical Technologies	Mr. Richard Rackow	5428
Nursing	Ms. Barbara Martin	4044
Social Sciences	Ms. Aileen Donnersberger	5595

### New Employee Resources

- Intranet for news, announcements, forms, and important dates - <http://intranet.morainevalley.edu>
- Internet for academic information – <http://www.morainevalley.edu/Academics/Default.htm>
- Course catalog and department information – <http://www.morainevalley.edu/Academics/catalog.html>
- Faculty/Staff Resources - <http://www.morainevalley.edu/FacStaff/>
- Employee Directory & Department Directory – <http://intranet.morainevalley.edu>
- Campus event calendar – [http://calendars.techvenue.com/cgi-bin/MORaine.pl?Op=ShowIt&CalendarName=The\\_Web](http://calendars.techvenue.com/cgi-bin/MORaine.pl?Op=ShowIt&CalendarName=The_Web)

## Administrative & Business Services References

Administrative Services	D Building, 201	5203
<ul style="list-style-type: none"> <li>• General liability, certificates of insurance for events</li> </ul>		
Campus Operations	P Building,	5724
<ul style="list-style-type: none"> <li>• Vehicle rental, work orders for office repairs, building repairs, landscaping issues, furniture moves, recycling pickup, key requests, custodial services</li> </ul>		
Center for Teaching & Learning	L Building, 244	5347
<ul style="list-style-type: none"> <li>• Provides professional development opportunities for faculty and staff, technology resources/training, instructional design and technology, non-traditional learning</li> </ul>		
Children's Learning Center	Savior Divine Lutheran Church	5729
<ul style="list-style-type: none"> <li>• Daycare is available for children of staff</li> </ul>	10400 S. 88 <sup>th</sup> Ave, Palos Hills	
College & Community Relations	D Building, 106	5375
<ul style="list-style-type: none"> <li>• Public relations, MV enews, Valley View, speaker's bureau, signage, bulletin boards, campus tours, special events planning</li> </ul>		
Finance Office	L Building, 157	4056
<ul style="list-style-type: none"> <li>• Accounts payable/receivable, mileage/travel reimbursements, Payroll, check pickup, signature authority setup, Cashier's office, petty cash reimbursement, deposits, general spending question, help with Budgets, records retention, Independent contractor forms</li> </ul>		
Fitness Center	G Building, 210	5701
<ul style="list-style-type: none"> <li>• An updated fitness center is available for use by staff for free</li> </ul>		
Food Service (Café Moraine)	Student Union, First Floor	5745
<ul style="list-style-type: none"> <li>• A full menu food service cafeteria is available during the school year and limited during the summer, guests are also welcome to eat at the cafeteria</li> </ul>		
Foundation	M Building, 226	5740
<ul style="list-style-type: none"> <li>• Philanthropic financial support of the college, gifts/donations, special events</li> </ul>		
Human Resources	L Building, 167	5704
<ul style="list-style-type: none"> <li>• Benefits (medical, dental, vision, life, disability, flexible spending account, 403b, SURS), employee payroll setup, tuition waiver &amp; reimbursement, HR forms, diversity, employment, employee relations, wellness</li> </ul>		
Information Technology	L Building, 144	5278
<ul style="list-style-type: none"> <li>• Helpdesk for technology, e-mail, telephones, multimedia equipment requests, technology quotes "Work at Home Rights" for Microsoft software, help with using software &amp; graphic presentations, telephone services</li> </ul>		
Mailroom	P Building,	5225
<ul style="list-style-type: none"> <li>• Distribution/delivery of interoffice and US mail</li> </ul>		
Marketing & Creative Services	L Building, 263	5376
<ul style="list-style-type: none"> <li>• Contact to market/publicize your department, media exposure, campus official logos to use on letterhead &amp; publications, web design, video production, photography</li> </ul>		
Police Department	P Building	5555
<ul style="list-style-type: none"> <li>• Lost and found, room openings, reporting of campus accidents, parking issues, campus safety, visitor parking permits, campus escorts, emergency management</li> </ul>		

Purchasing	L Building, 175	5703
<ul style="list-style-type: none"> <li>Requisitions, P.O.#'s, help with bids &amp; purchasing processes; travel arrangements; Shipping &amp; Receiving</li> </ul>		
Reprographics	L Building, 110	5707
<ul style="list-style-type: none"> <li>Document duplication and printing for faculty and staff materials is available</li> </ul>		
Research & Planning	L Building, 144	5486
<ul style="list-style-type: none"> <li>Provides various statistical reports and assistance with college surveys; collects, summarizes and analyzes data</li> </ul>		
Resource Development & Institutional Effectiveness	B Building, 240	5768
<ul style="list-style-type: none"> <li>Assistance in research, writing, and oversight of grants; provides information on institutional effectiveness and continuous improvement; accreditation coordination</li> </ul>		
Workforce Development & Community Services	T Building, 100	5735
<ul style="list-style-type: none"> <li>Non-credit course offerings, customized solutions, training, consulting and economic development resources for organizations in all sectors</li> </ul>		

### Student Services References

Academic Advising	S Building, 201	5721
Admissions	S Building, 101	5355
Athletics	G Building, 217	5727
Bookstore	D Building, 144	5716
Computer Labs	LRC, Cybercafé, T901	
Counseling Services	S Building, 202	5720
Disability Services	L Building, 150	5711
Financial Aid	S Building, 107	5726
International Student Affairs	U Building, 211	5443
Job Resource Center	S Building, 202	6737
Library	L Building, 202	5709
Multicultural Student Affairs	S Building, 201	5475
New Student Recruitment	S Building, 202	5277
Registration & Records	S Building, 103 & 111	2110
Testing Center	B Building, 101	5249
TRIO	S Building & T Building	5648
Blackboard (online course system)	<a href="http://my.morainevalley.edu/webapps/portal/frameset.jsp">http://my.morainevalley.edu/webapps/portal/frameset.jsp</a>	

**This is not a complete list; please utilize the intranet department directory and internet for more information regarding departments and programs**

# Facts and Figures

<b>Moraine Valley Community College Community College District 524</b>	
Enrollment	Almost 48,000 credit and noncredit students annually Second largest community college in Illinois
Average class size	22
Average age of student	27
Female students	57 percent
Male students	43 percent
Full-time	42 percent
Part-time	58 percent
Working while attending school	85 percent
Time of attendance Day Evening Weekend	73 percent 25 percent 2 percent
Students who receive some form of financial aid	About 30 percent
National ranking	93rd in associate's degrees conferred, out of 1,186 community colleges nationwide
Occupational graduates employed	87 percent
Graduates who'd recommend Moraine Valley to a friend	100 percent
Moraine Valley students who already have some college credit	31 percent
Degrees/certificates offered	109
Credit courses offered	733
Noncredit courses offered	652
Areas of study	Business Career arts Health science Industrial technology Liberal arts Public service Science
District size	139 square miles, population of nearly 400,000 people, 26 communities
Campus size	294 acres
Founded	1967
Accredited	Accredited—The Higher Learning Commission;

	Member—North Central Association ( <a href="http://www.ncahigherlearningcommission.org">www.ncahigherlearningcommission.org</a> , (312) 263-0456)
Member	<a href="#"><i>League for Innovation in the Community College</i></a>
Percent of all first-time college freshmen who attend community colleges	About 45 percent (national)

For more information, contact Institutional Research (x5486).

