



Mott Community College
Northern Tier Center

MEMO

Date: May 9, 2012
To: Northern Tier Faculty
From: Thomas Saelens, Site Manager
cc: Bob Howald
RE: Northern Tier Center

Welcome!

I hope both the new and returning MCC Faculty will enjoy the upcoming spring semester. I am glad you have chosen to teach in Clio and I am sure you will enjoy the wonderfully functional and modern facility. If you do have any needs for your classroom, please let me or one of my staff members now so we can assist. Each classroom has a working phone that is for emergencies only. *Calls to 911 from these phones will be directed to the local emergency responder and to the MCC Campus Security office in Flint.* Cedric Kendall and Migel Gatica are our assigned police officers for the NTC. One will work the morning shift and the other will work the evening shift during all hours of operation.

Attached in this packet are several forms including office hours, faculty schedule and emergency contact information. Please complete these as soon as possible and return to one of my staff members. We are also requesting a syllabus for each of your classes at the Northern Tier Center to be submitted to the NTC office. I am always at your service and willing to assist you in our efforts to make each students experience at MCC a positive and motivating force in their educational journey.

SITE MANAGER:

Thomas Saelens
Office#: (810) 762-0207
MCC Mobile#: (810) 869-5603
Home#: (810) 869-5603
Email: thomas.saelens@mcc.edu

NTC OFFICE HOURS:

Monday – Thursday 7:30 AM – 7:00 PM
Fridays 7:30 AM – 5:00 PM

(Doors open at 7:30 AM during the week)

TELEPHONE NUMBERS:

Thomas Saelens (810) 762-0207
Support Staff (810) 232-8044
Fax (810) 686-9706

NOTE: Attached is a complete listing of all the building telephone numbers.

COFFEE & WATER: If you would like to donate \$5.00 towards the coffee, tea and hot chocolate, please see the office staff.

FACULTY OFFICE:

The Northern Tier Center has an open office/computer area available to faculty. We also have a Conference room or Counselor Office, available for your use, if you need to talk to a student privately--notify the office staff to schedule a specific day and time to avoid any interruptions.

STAFF:

The Northern Tier Center has three wonderful support staff members, Marcia Teer, Debbie Potts, and Peggy Searles. They are available to type tests, copy material for your classes, or to assist with other requests. **Please allow sufficient time for completing these tasks.**

AVT EQUIPMENT:

Currently, we have access to:

- 2– TV/VCR/DVD players
- 3 overhead projectors
- Sony Boom Box w/tape player/recorder/CD player
- Slide projector
- 5 Projection screens
- 2 Smart carts

Equipment must be requested 48 hours ahead of time and use is based on availability. Equipment is available on a first-come first-serve basis.

SMART CLASSROOMS:

We currently have (4) Smart Classrooms, which are: 130 & 131 & 122 & 123.

SUPPLIES:

Supplies are located in the Main Administrative office (NTC103). If there is a supply that you need and it's not available at the time your request, please let the NTC Administrative Assistant know as soon as possible and she order the supply,

COMPUTERS:

NTC has an upgraded computer lab that is available to the students. See office staff for lab hours.

MAILBOXES:

Mailboxes are located in the NTC office. Please check your mailbox weekly.

COPY MACHINE:

A copy machine is located in the NTC office for your use. If you need documents copied, the NTC staff would be happy to copy them for you. No copy code is required at this time. There is also a copy machine located in the student lounge for student use. The charge is 10 cents per copy.

SCANTRON MACHINE:

NTC has a scantron scanner machine in the Faculty Office. We also sell the scantrons and Blue Exam Books in the office.

| | |
|---------------------------------------|-----------------|
| 882-E (Green) | 25¢ each |
| 886-E Mini Essay (Green) | 30¢ each |
| Blue Scantron (Health Science) | 30¢ each |
| Blue Book Exam Book | 40¢ each |

KEYS:

The NTC Security and Staff are responsible for opening classrooms as needed.

STUDENT LOUNGE/VENDING AREA:

The Northern Tier Center has a student lounge located outside the main office. Vending machines contain beverages (hot & cold) and numerous snacks.

SCHOOL SUPPLIES:

We sell the following school supplies to our NTC students:

| | | | | | |
|----------------|-----------------|-------------|-----------------|------------------|--------------------|
| Pencils | 15¢ each | Pens | 40¢ each | Notebooks | \$1.50 each |
|----------------|-----------------|-------------|-----------------|------------------|--------------------|

IMPORTANT MEMO



It is imperative that you submit the following requested forms to Peggy Searles, NTC Staff Support:

- **Class Syllabus**
- **Faculty Schedule Sheet (*Large*)**
- **Faculty Office Hours Sheet (*Small*)**
- **Staff Emergency Contact Form**

This must be done each semester for our records and done in a timely manner.

TECHNICAL SUPPORT: Our staff will try to solve technical problems. However, operational problems will occur that is beyond our limited resources. Please be *patient and professional*, if you encounter any problems with MCC equipment.

Thank You.

FACULTY SCHEDULE

DIVISION _____

Last Name _____ First Name _____

Semester _____ Fall _____ Winter
 Session _____ Spring _____ Summer

Address _____

Office Room Number: _____

City _____ State _____ Zip _____

E-mail address: _____

Phone: (Home) _____

MCC Office Phone: _____

| HOURS | MON. | TUES. | WED. | THURS. | FRI. | SAT. |
|--------------|------|-------|------|--------|------|------|
| 8:00 | | | | | | |
| 9:00 | | | | | | |
| 10:00 | | | | | | |
| 11:00 | | | | | | |
| 12:00 | | | | | | |
| 1:00 | | | | | | |
| 2:00 | | | | | | |
| 3:00 | | | | | | |
| 4:00 | | | | | | |
| 5:00 | | | | | | |
| 6:00 | | | | | | |
| 7:00 | | | | | | |
| 8:00 | | | | | | |
| 9:00 | | | | | | |

Please submit to the NTC Staff ASAP

Name: _____ Semester: _____

Email address: _____

FACULTY OFFICE HOURS

| TIME | M | T | W | R | F | S |
|----------|---|---|---|---|---|---|
| 8:00 AM | | | | | | |
| 9:00 AM | | | | | | |
| 10:00 AM | | | | | | |
| 11:00 AM | | | | | | |
| 12:00 PM | | | | | | |
| 1:00 PM | | | | | | |
| 2:00 PM | | | | | | |
| 3:00 PM | | | | | | |
| 4:00 PM | | | | | | |
| 5:00 PM | | | | | | |
| 6:00 PM | | | | | | |
| 7:00 PM | | | | | | |
| 8:00 PM | | | | | | |

Please submit to the NTC Staff ASAP



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STAFF EMERGENCY FORM

Include any important information we may need in case of emergency.

Name: _____

Address: _____

Home Phone: _____

IN CASE OF EMERGENCY PLEASE CONTACT:

1ST CHOICE

Name: _____ **Relationship:** _____

Home Phone: _____ **Work Phone:** _____

Address: _____ **City, State, Zip:** _____

2ND CHOICE

Name: _____ **Relationship:** _____

Home Phone: _____ **Work Phone:** _____

Address: _____ **City, State, Zip:** _____

Doctor's Name: _____

Office Phone: _____

Other: _____

Hospital Preferred: _____

LIST BELOW ANY MEDICAL INFORMATION THAT MAY BE NEEDED:
(Diabetes, high blood pressure, medications you are taking etc.)

ALL INFORMATION WILL BE KEPT CONFIDENTIAL AND USED ONLY IN CASE OF EMERGENCY.

PLEASE SUBMIT FORM TO THE NTC STAFF ASAP



STUDENT RESTRICTIONS & OFFICE HOURS

As an extension site with limited space, it is a challenge to provide reserved space for each of the functions that we must accommodate. One area that I wish to limit student access is the faculty and staff office area. The following limitations were applied:

1. No students allowed behind the front desk or in the faculty office area. This space contains information where academic integrity must be maintained. Except for counseling appointments, only MCC faculty, office staff, and work study students are permitted in this reserved area.
2. The conference room may be used for student based meeting but access should be gained using the back service door with a faculty/staff present.

There will be student based interactions that will require accommodations. MCC faculty and staff members are to use the following arrangements to limit student access to the faculty offices areas:

- 1. Faculty meetings with student, use the following areas:**
 - Classroom if available
 - Open commons area if student does not object
 - Conference room if privacy is needed (*use back door*)
- 2. Exam Make-ups can be done in a classroom**, in the testing area located just outside the computer lab (south wall), or in the conference room (*use back door*).
- 3. Tutoring** should be done in the north hallway or in a classroom. The conference room should be avoided.
- 4. Placement Testing** will be done in the following locations
 - Computer Lab
 - Computers in the front commons or office lobby
 - Conference room (*use back door*) when absolutely necessary

Thank you in advance for your help in keeping faculty/staff information safe and secure.



SMOKING/TOBACCO POLICY



Northern Tier Center

I wanted to remind each member of the Mott Community College - Northern Tier Center faculty and staff that the Northern Tier Center is completely “*smoke free*”. This means, there is no smoking or tobacco use of any kind in the building or on the grounds of Northern Tier Center. The smoke free zone includes the parking lot. The only place you can smoke is inside your vehicle.

As an employee of Mott Community College it is our responsibility to set an example and promote the “smoke free” policy. If visitors or students see MCC employee violating policy it will only encourage similar disregard of rules at the college and in the classroom setting. Respect is earned through the behavior and actions we display. I wish to encourage each of you to help MCC and those that are part of this Northern Tier Center to set a standard of institutional and personal respect by following the policies, even if you personally disagree. Your help is greatly appreciated.

/tjs



4082 W. Vienna Road
 Clio, MI 48420
 Office: (810) 232-8044
 Fax: (810) 686-9706

Important Numbers

Site Manager:

| | |
|----------------|--|
| Thomas Saelens | (810) 762-0207 (Office) (810) 869-5603 (Cell) |
|----------------|--|

Staff:

| | |
|---------------------------------------|----------------|
| Marcia Teer, Administrative Assistant | (810) 232-4337 |
| Deborah Potts, Secretary | (810) 232-4336 |
| Peggy Searles, Support Staff | (810) 232-8044 |

Public Safety Police Officers:

| | |
|----------------|----------------|
| Cedric Kendall | (810) 232-4339 |
| Migel Gatica | |

Advisor/Counseling:

(810) 232-4341

Faculty Lounge:

| | |
|---------|----------------|
| Desk 1: | (810) 232-4347 |
| Desk 2: | (810) 232-4349 |
| Desk 3: | (810) 232-4352 |
| Desk 4: | (810) 232-4553 |

Classrooms:

| | |
|-----|----------------|
| 121 | (810) 232-4377 |
| 122 | (810) 232-4378 |
| 123 | (810) 232-4380 |
| 127 | (810) 232-4373 |
| 128 | (810) 232-4381 |
| 130 | (810) 232-4374 |
| 131 | (810) 232-4379 |



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Please Inform Your Student's

Students Options For Printing

1. Copy Machine, located in Student Lounge is 10¢ Per Page.
2. Printer in the NTC Computer Lab, located in NTC-121 is 4¢ Per Page.
3. **(ABSOLUTELY THE LAST RESORT)**
Located in Administrative Office is 25¢ Per Page.



**STUDENT'S
WILL BE CHARGED IN THE
ADMINISTRATIVE OFFICE.**