Category 9 - Building Collaborative Relationships

9P1 – Creating, Prioritizing, and Building Relationships with Organizations that Receive Our Students
“Kirtland Community College provides open access to education, as well as cultural opportunities, to enrich the lives of the people in Northern Michigan.” This vision statement is the driving force behind creating and building collaborative relationships.

Kirtland’s strongest and longest partnership is with the Crawford-Oscoda-Ogemaw-Roscommon (COOR) Intermediate School District (ISD) and the six public school districts which are served by this ISD. This relationship is maintained through continual communication. The president of the College meets with area superintendents, the dean of instruction with principals, and the director of admissions with high school counselors. Several college faculty members also serve on local school boards. The ISD’s Career and Technical Education (CTE) center rents office space on our main campus as well as shares career technical laboratories and classroom facilities. Students attending the ISD’s CTE program can articulate their classes for college credit as well as dual-enroll in college classes during their final year with the CTE.

Kirtland’s relationship with the COOR ISD and local area school districts receives high priority due to the fact that our founding fathers emphasized the importance of such a relationship in its original charter documents. Currently there is an AQIP Action Project called Local Educational Associations Outreach that is looking at ways to cultivate our relationship with local areas schools beyond the administrative level.

Kirtland conducts two regional police academies each year. These academies are not only attended by Kirtland students, but also several other college’s criminal justice students. Kirtland’s Police Academy must maintain high standards to remain certified by the Michigan Council of Law Enforcement Standards and to draw students from other colleges.

The Workforce Development Coordinator works closely with local area businesses and industry to provide customized training. The students in these courses are employees of these companies. A well educated workforce promotes economic development.

9P2 – Creating, Prioritizing, and Building Relationships with Organizations that Supply Us with Students
The College employs a transfer specialist who works with other transfer institutions to accept credits earned at other colleges as well as transfer their credits earned at Kirtland. The process requires evaluation of transcripts and course descriptions. The transfer specialist must stay in contact with her counterpart at other colleges and maintain a good working relationship to insure cooperation and timely information.

Kirtland hosts a College Night each fall and invites college and university representatives from all over the state to participate. The event is always well attended by other colleges and by students seeking information about what different schools offer.

Business and industry partners play a very important role in Kirtland’s ability to deliver highly trained graduates. These partners are members of various college advisory committees that provide important input to keeps our programs current and relevant. Hospitals provide clinical sites for health occupation students. Students in every occupational program spend time in internship/externship courses that place them in business and industrial settings to gain real
world experiences. Maintaining the relationship with these partners is critical to providing a quality educational experience for our students.

The Service Learning program maintains contacts in the community to help identify worthwhile community service projects for students. Two community meetings (breakfasts) to provide opportunity for community members to supply advise and direction to the Service Learning program.

The process used to create, prioritize, and build these relationships is through assigned college coordinators, whose responsibility it is to seek out and identify partnerships that benefit our students, meet both partners’ objectives, consider legal and financial concerns, and maximize resources. This relates to the Strategic Plan goals of Gateway to Student Success.

9P3 – Creating, Prioritizing, and Building Relationships with Organizations that Provide Services to Our Students

Kirtland Community College is located in a remote area of the center of its four county districts. The closest municipality is approximately 10 miles away, and the average travel distance, one way, for our students is about 28 miles. Many of the services provided to our students are owned and operated by the college.

The college has a Coordinator for Student Support that works closely with some of the regional state agencies and organizations. This office support students with disabilities and special needs. The coordinator works closely with the Michigan Rehabilitation Department.

Recently, the President of the college has been investigating the flexibility of the local public transportation systems in the four counties. He has visited with three transportation directors with the hope of building a relationship that will benefit our students.

During the second or third week of each semester, the college hosts a “Welcome Week” and encourages organizations and businesses to come and set up booths with information they would like to share with our students. Welcome Weeks are well attended.

9P4 – Creating, Prioritizing, and Building Relationships with Organizations that Provide Services to the Institution

Kirtland has developed many beneficial relationships with other organizations and business that serve the college including the following:

- Hospital Purchasing Service is a non-profit organization the college uses to purchase a variety of items such as furniture, equipment, appliances, classroom and office supplies, etc. One of our employees sits on their purchasing board and helps to determine which goods and services should be made available to their customers.

- The Kirtland Library is a member of the Midwest Collaborative for Library Service. This membership allows the Library to subscribe to databases at a reduced cost. It also allows us to purchase library supplies and furniture with a similar reduced cost. The library’s membership to the Michigan Library Association provides the college with a lobbyist at the state level looking out for libraries and their funding in the state.

- The Facilities department makes a concerted effort to conduct business with local vendors: i.e. purchasing materials and supplies, vehicles, contracted services. Competitive bids are required for purchases over $25,000.
• Kirtland recently switched to WebStudy, an online course management system (CMS). There were some features the new CMS did not have that our faculty needed. We provided a list of items faculty would like changed/added. WebStudy met each of the changes/additions that were asked for. WebStudy also came to Kirtland and provided additional training on the CMS and allowed time afterwards for faculty to provide input for any additional changes/additions they would like to see.

9P5 – Creating, Prioritizing, and Building Relationships with Organizations With Whom the Organization Interacts
Every college administrator is a member of their appropriate state educational association. These avenues for networking are critical for a small rural community college that depends on the external relationships to help them stay current and relevant. The college maintains membership in the Michigan Community College Association and the President and Chair of the Board of Trustees are active members.

The Registrar’s office maintains all records on articulation agreements both with local area high schools, as well as four year educational institutions. Kirtland has over 230 signed articulation agreements that area high school students can take advantage of. The college also has 69 signed articulation agreements with the four year colleges/universities. A complete list of all Kirtland’s articulation agreements can be found at http://www.kirtland.edu/catalog/current/ProgramOfStudy.pdf on pages 109 & 110.

One of the strongest general community partnership relationships is growing through our Service Learning Program. The Kirtland Service Learning coordinator holds key leadership positions in state/national organizations and has been instrumental in getting the Service Learning program at Kirtland recognized as award winning. Having Kirtland students fulfill real community needs is a strong relationship builder.

9P6 – Assurance that Partnerships are Meeting the Various Needs of Those Involved
The College designates an individual, usually an administrator, to function as the liaison for each collaboration and partnership. This person is responsible for meeting with the involved partners and providing the channel of communication needed to maintain good working relationships. Having a designated “go-to” person responsible prevents the partners from getting the “run-around” when they need information or assistance from the College. The Dean of Instruction is the liaison for all COOR ISD and local area school activities. She meets monthly with the director of the COOR Career and Technical Education center and also attends the Principal’s Forum for local area high school principals.

9P7 – Creating, Prioritizing, and Building Relationships Between and Among Department and Units Within the Institution
In January 2010, Kirtland successfully completed a “Taste of Kirtland” AQIP Action Project. The project involved setting aside an entire day for staff and faculty to share information about what was involved in their job responsibilities. The day started with several faculty groups in the auditorium doing skits and presentations on advising and classroom activities. The afternoon was spent having small groups of faculty moving from department to department engaging in games and fun activities to help them learn what each non-instructional department did on a daily basis. The whole day was organized around food prepared by each department and groups of faculty members. The day was a complete success. It was decided we need to do something similar on a periodic basis to keep integration and communication growing.
9R1 – Measurements of Building Collaborative Relationships
The following measures are collected regularly:

- Number of students from local areas schools that matriculate to Kirtland
- Number of students that dual enroll at Kirtland while attending high school
- Number of signed articulation agreements with local areas schools
- Number of signed articulation agreements with four year institutions
- Evaluation Surveys for Workforce Development Training
- Biannual Self Assessment event evaluation for Service Learning

9R2 – Performance Results of Building Collaborative Relationships
Table 9a shows the number of students attending Kirtland from local area schools.

<table>
<thead>
<tr>
<th></th>
<th>Fairview High School</th>
<th>Grayling High School</th>
<th>Houghton Lake High School</th>
<th>Mio-AuSable High School</th>
<th>Ogemaw Heights High School</th>
<th>Roscommon High School</th>
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<tbody>
<tr>
<td>2009 Graduates</td>
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<td>133</td>
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<td>237</td>
<td>125</td>
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<td>Enrolled at KCC</td>
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<td>26</td>
<td>16</td>
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<td>28</td>
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<td></td>
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<tr>
<td>Enrolled at KCC</td>
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<td>32</td>
<td>29</td>
<td>12</td>
<td>56</td>
<td>37</td>
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<tr>
<td>in Winter 2010</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>2010 Graduates</td>
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<td>128</td>
<td>46</td>
<td>225</td>
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<tr>
<td>Enrolled at KCC</td>
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<td>29</td>
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<td>8</td>
<td>45</td>
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<td>in Fall 2010</td>
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<tr>
<td>Enrolled at KCC</td>
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<td>2011 Graduates</td>
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<tr>
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<td>9</td>
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<td>22</td>
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Table 9b provides information on the number of dual-enrollment students attending Kirtland for the last four years.

<table>
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<tr>
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<th>2006/07</th>
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<td>Fall Semesters</td>
<td>72</td>
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<td>Winter Semesters</td>
<td>88</td>
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<tr>
<td>Summer Semesters</td>
<td>55</td>
<td>67</td>
<td>25</td>
<td>21</td>
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</table>

Kirtland has compiled a database of 58 organizations and businesses in the local area willing to participate in Service Learning projects. Types of services they listed as possible activities are:

- Working with Children
- Cleaning
- Teacher’s Aide
- Arts & Crafts Activities
- Field Trip Chaperone
- Environmental Learning
- Data Entry
- Tutoring Adults
- Working with Animals
- Working with Elderly
- Clerical
- Peer Mentoring
- Public Speaking
- Reading Stories to Children
Survey results from Workforce Development activities are reviewed in 2R2.

**9R3 – Comparison of Results with Other Institutions**
We do not currently compare results for building collaborative relationships with other organizations.

**9I1 – Recent Improvements**
The Local Educational Authority (LEA) Outreach Action Project has recently announced an initiative called “An Opportunity to Shine” (O2S) which gives local school students in grades 5-12 an opportunity to celebrate exemplary work. As teachers assign projects and assignments in the 2011-2012 school year and, upon completion, are thoroughly impressed by their students work, they can submit the assignment, through their ambassador, to the O2S event. In May 2012, Kirtland will host students, faculty and community members to attend the event for recognition.

In the fall of 2012, Kirtland will be collaborating with Ferris State University (FSU) to offer an Associate degree in Applied Science Respiratory Therapy Program at our M-TEC campus. The M-TEC campus is located just off a major highway in the middle of northern Michigan and is an appropriate facility for FSU to be able to offer their program to many students in the region. Kirtland already has a nursing program at the site and can provide appropriate classroom space for the program.

**9I2 – Selection of Specific Processes to Improve**
As a small rural community college we are involved in our local communities. The success and viability of the college is connected to the health and well being of the communities we serve. There is a symbiotic relationship between the college and the local area schools, hospitals, and businesses. It is important for Kirtland’s administration, staff, and faculty to stay connected to these outside entities.

The LEA Outreach Action Project supports this mission. Workforce Development supports this mission. Service Learning supports this mission. These are ongoing activities that support the strategic goal – Gateway to Student Success.