

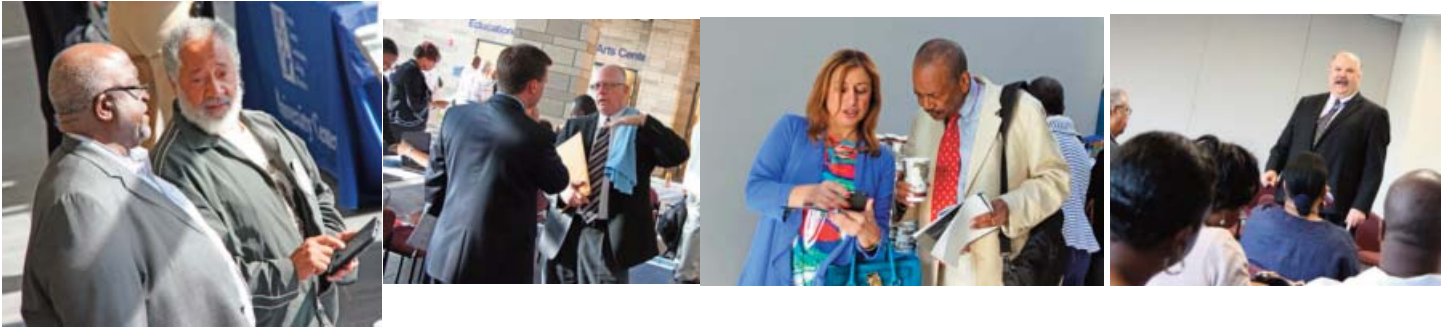
Chancellor's Weekend Memo



August 22, 2014

Number 949

Faculty Organization Day



District Police Authority

Reporting Crimes

The WCCCD Police Authority Department is recognized as a Michigan Commission on Law Enforcement Standards police agency throughout the State of Michigan and is comprised of both police officers and campus safety officers. The Police Authority Department's District Communication Control Center is located at the Downtown Campus.

The District Police Authority Department has a mutual agreement with the Wayne County Sheriff's Department. Each department augments the other within their jurisdictions during mutual investigations, arrest and prosecutions. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in a timely manner. Dispatchers are available at these respective telephone numbers 24-hours a day to answer your call, unless otherwise noted. In response to a call, the department will take the required action, dispatching an officer or completing the necessary paperwork by those involved in the incident.



How to Report A Crime

To report a crime or for emergencies, contact the District Police Authority at (313) 496-2800, dial 9-1-1, or by using the Emergency Call boxes located throughout the campuses and parking lots. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the campus should be reported. To report a crime or emergency after 11:00 p.m. until 7:00 a.m., please call (313) 943-4041.

Meet Officer Ray Saati

Officer Ray Saati has recently been assigned as a District Police Authority officer and brings more than 17 years of law enforcement experience from the Detroit Police Department. Officer Saati's first assignment was in the 3rd precinct in patrol operations. He worked in community policing at the 6th precinct to assure a better relationship between police and the residents of the community. Officer Saati later worked for the recruiting section and the undercover unit. He is currently a Detroit Police Department sergeant in patrol operations.



CPR/First Aid Training

Officer Jon Paul Kraft-Goltz provided training in the basic concepts and principles of first aid and cardiopulmonary resuscitation to members of the District Police Authority Department. He is a certified National Safety Council instructor and the training was done in collaboration with the Michigan Institute of Public Safety Education.



Deferred Maintenance

Northwest Campus- Heating, Ventilation and Air Conditioning



Northwest Campus- General Arts Building Flood Damage



Northwest Campus- Water Line Repair

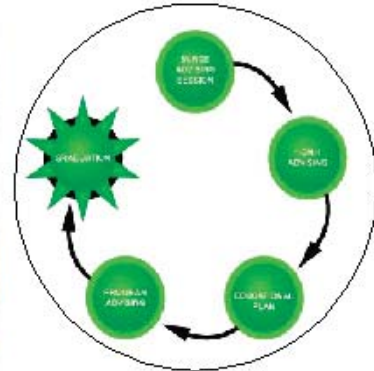


Division of Student Services

Financial Aid Marathon- Downtown Campus



Division of Student Services



Advising

Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. It synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes. The Division of Student Services is planning an advising training module that will be in line with the expectations and standards of the National Academic Advising Association.

Call Center

The Student Solutions Call Center has kicked into high gear with participation from all functional areas throughout the District. Vice chancellors, campus presidents and administrative support staff are engaging students who have yet to re-enroll and get them to come back to campus. From the point of registration to the first day of classes, the District's commitment to student success remains ever strong and active.



Recruitment

Representatives from the Division of Student Services represented the District at a job fair hosted by Michigan Works, in an effort to recruit and assist those seeking to start or further their education. The job fair was for veterans. Information was provided on WCCCD's certificate and associate degree programs.



Student Success

The Division of Student Services is exploring innovative approaches to enhance student's success in this technological environment.

Technology can be used as a productive tool in higher education to aid in finding learning solutions to campus resources. Student support services are available online to support student's success such as Smarthinking, CandidCareers, and the Graduation Progress System. Providing campus support in the Learning Resource Centers will give students a positive experience.



Engagement

The mission of WCCCD's Student Life Office is to enhance the quality of students' college experience, strengthen their growth and development through a positive learning environment, and by providing a variety of student-centered programs, services, and involvement opportunities and assist students in the development of social, cultural, intellectual and recreational growth. The Student Executive Council met to discuss the direction of student advocacy awareness, Welcome Week, Global Conversation Speaker Series and planning for the upcoming year.



Division of Educational Affairs

Office of Career Education

Aging Workers



The Office of Career Education is charged with providing career programs that lead to high-skill, high-wage, and high-demand employment for all of our students. What has become more evident over the last several years is that our “typical” student continues to evolve. Increasingly, these students represent aging workers, also known as “baby boomers.” According to the latest U.S. Census, one in four Americans is a baby boomer (born between 1946 and 1964). The first of this group turned 60 in 2006, and today, a baby boomer turns 60 every seven seconds.

Academic Program Planning

Student retention and completion in their program classes is essential to the success of our new program offerings District-wide. Campus leaders support course registration and eventual completion in these courses, and the District Regional Program Planning Office is also able to provide support. Our office will provide an iPad Mini to one of the students who registers and completes the required program classes as determined by the campus president. Eligible programs are: Bookkeeping, CIS: Business Analytics, Digital Photography, Programmable Logic Controllers, Home Health Aide and Medical Office Specialist.

Center for Distance Learning

With the expansion of mobile and social applications, employers have indicated that they need to incorporate technology that is integrated into the employees everyday life for easier acceptance. Businesses are now looking at increasing their bandwidth to handle the increased demand for mobile functions, including professional development opportunities. WCCCD is preparing to assist these businesses with their training needs through our new Mary Ellen Stempfle University Center-Center for Distance Learning. This new state-of-the-art facility will be able to offer many training options for businesses, whether it is video conferencing, webinars, online courses, or training video production. Look for further announcements about our new

facility located at the University Center in Harper Woods that will be opening soon.



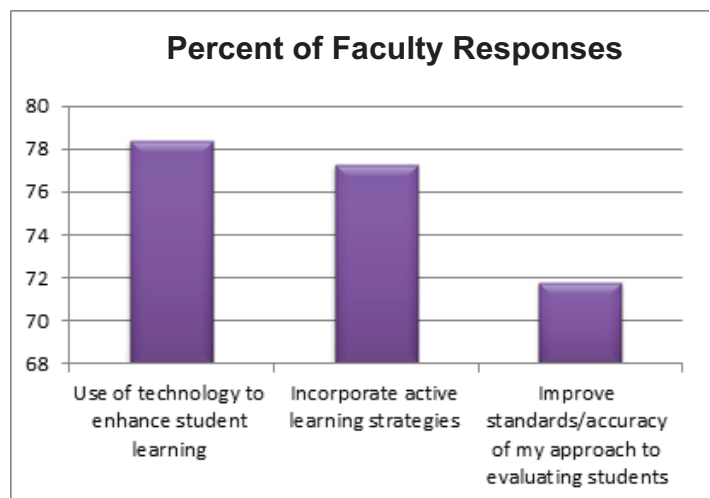
Source: Anderson, C. Chief Learning Officer, January 2014.



Faculty Needs Survey

The Faculty Needs Survey, which asks faculty to comment on the best ways in which the District can help provide workshops, activities, and resources aimed at assisting with instructional delivery and faculty enrichments, is conducted during each Faculty Organization Day (FOD). Data collected from the Fall 2014 FOD is currently being collated, but data from the Spring 2014 FOD is now available.

The respondents to the spring 2014 survey indicated the following items as the top three areas of “great interest:”



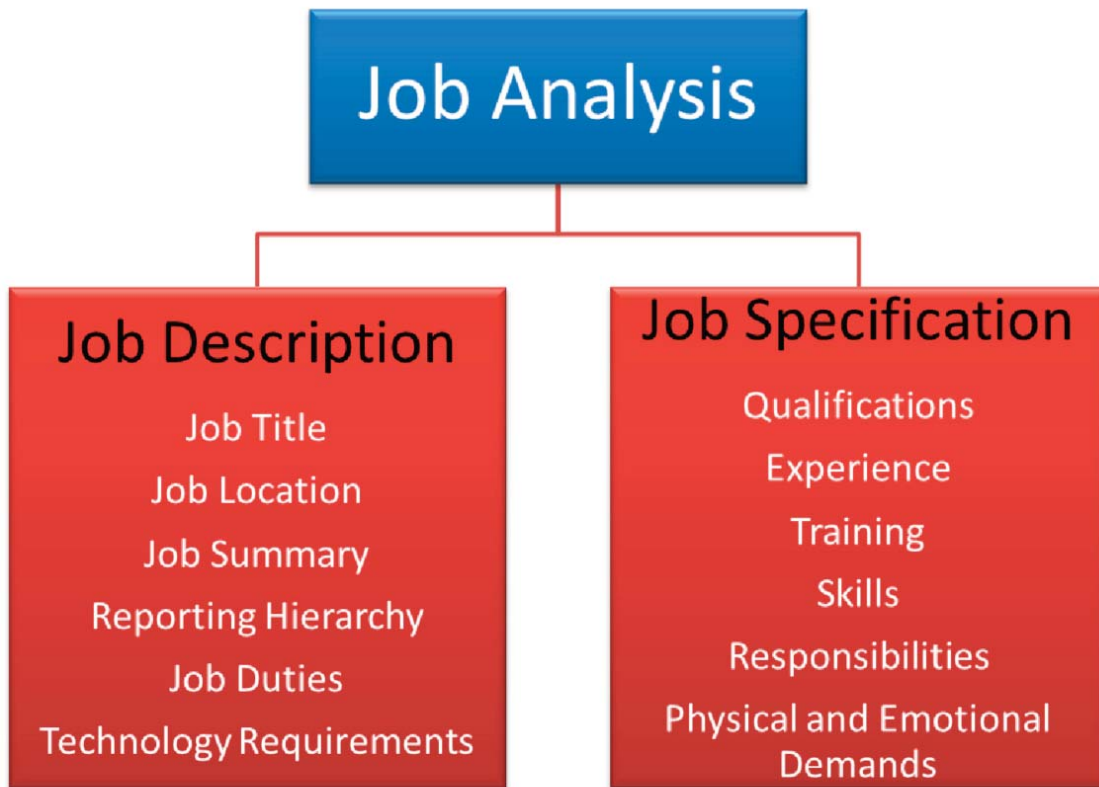
Division of Human Resources



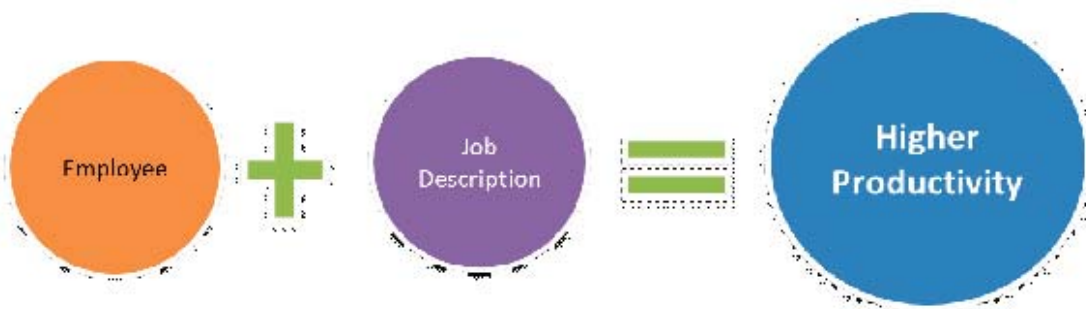
The Importance of Job Descriptions

All employees must know what is expected of them and how they will be evaluated. Creating a job description often results in a thought process that helps determine how critical the job is, how this particular job relates to others and identify the characteristics needed by an employee filling the role.

A job description outlines the necessary skills, training and education needed by a potential employee. Furthermore, it outlines the duties and responsibilities of the job. Once a job description is prepared, it serves as a basis for interviewing candidates, orienting a new employee and finally in the evaluation of job performance. Using job descriptions is part of good management.



As part of the Division of Human Resources' continuous quality improvement efforts, we have been conducting a comprehensive job description analysis which entails reconciling titles, duties, reporting hierarchy, qualifications, experience, skills and responsibilities. This review allows us to test for not only completeness but District-wide alignment. All too often, there is a misunderstanding of what a position entails and a well-prepared job description can help both sides share a common understanding.



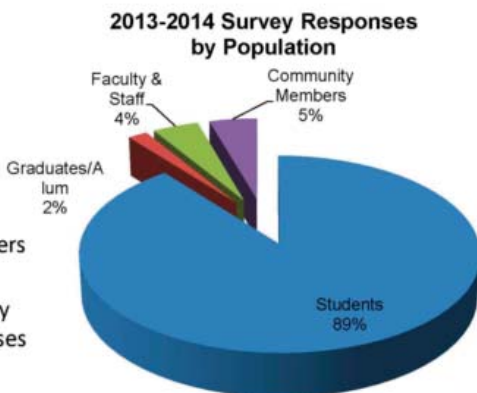
Division of Institutional Effectiveness

SURVEY RESEARCH

Did you know that the Office of Institutional Effectiveness (IE) administers **more than 45** surveys to various District constituents each year?

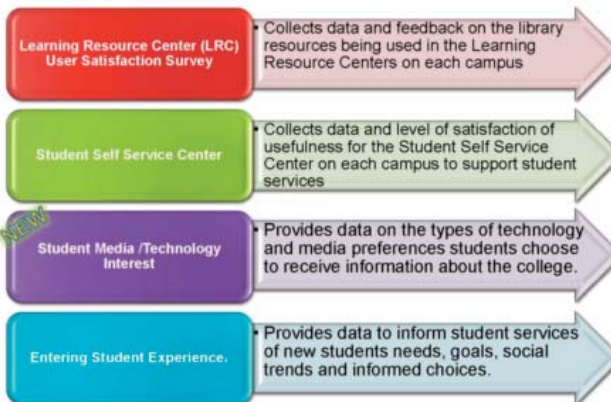
In 2013-2014, IE analyzed **approximately 51,000 responses** from students, graduates, community members and faculty and staff.

The graph provides a summary of the 2013-14 survey responses by population.



FALL 2014 SURVEY RESEARCH AREAS OF INTEREST

The Office of Institutional Effectiveness is launching the following surveys for the start of Fall 2014. Survey Research data is shared in newsletters, website, and with appropriate faculty/staff to support decision making and quality improvement.



Spotlight



In an effort to meet the Division of Institutional Effectiveness goals, IE staff are members of the **Michigan Community College Collaborative for Accountability, Research, and Effectiveness (MCCARE)** professional organization to remain current in the region's compliance reporting and research climate for community colleges.

Kuda Walker and Keri Wallace from the Office of Institutional Effectiveness, attended the Michigan Community College Annual Data Workshop in Lansing, MI through the Michigan Community College Data and Evaluation Committee (MCCDEC) and MCCARE . The one-day workshop covered topics such as:

- The Future of Community Colleges
- FERPA regulations and compliance
- Michigan's Longitudinal Data Systems updates (STARRS)
- IPEDS demonstrations
- National Benchmarking Initiatives (Voluntary Framework of Accountability)
- Updates from the Center for Student Success





During the week of August 11-16, 2014, the District served 687 participants by partnering with 11 community organizations.

- Downriver - 57 students
- Downtown - 58 students
- Eastern - 90 students
- Northwest - 473 students
- Western - 9 students



MAN UP! For Better Health

The School of Continuing Education and Workforce Development partnered with 100 Black Men of Greater Detroit, and Blue Cross Blue Shield of Michigan to sponsor MAN UP! For Better Health Seminar at the Northwest Campus. The seminar provided an opportunity for minority males to participate in a comprehensive health evaluation to promote health and wellness. Participants underwent health screenings for the early detection, prevention and/or treatment of a vast number of medical conditions.



An article listed at the Mayo Clinic under their Healthy Lifestyle section states that many of the leading causes of death among men can be prevented. Listed below are a few tips:

- Don't smoke
- Eat a healthy diet
- Maintain a healthy weight
- Exercise
- Do not avoid the doctor
- Manage stress



Office of Accountability and Transparency



The Continuous Quality Improvement (CQI) Audit Center collects, reviews and conducts monthly reconciliations and on-going audits of all District data. A systematic approach is used to procure data from multiple sources, allowing for collective knowledge through accountability and transparency.



The Office of Accountability and Transparency has been tasked with reviewing material findings from community colleges and universities. The Continuous Quality Improvement Team met this week and reviewed best practice on:

- Inventory and Protocols
- Proper background checks
- Documentation and Forms
- Employment Verification
- Payroll and HR Reconciliation



The CQI Audit Team collectively reviewed our procedures and protocols ensuring our processes are current.



Professional Development

Andy Steeby and Cathy Rowley attended a webinar hosted by Jones and Bartlett. The topic was improving outcomes and test readiness.

Charisse Davis, Ellen Porter, and Kenyatta Green participated in an Advanced Microsoft Excel training workshop.

Financial Aid and Information Technology Training Taskforce Meeting



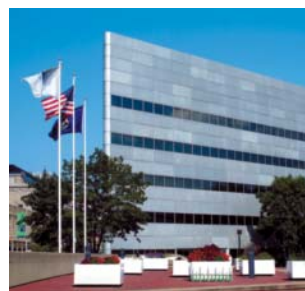
Coming Soon! WCCCD's 50th Anniversary

WCCCD's commitment to academic excellence began on day one. The goal was simple, to start an exceptional community college to educate students and prepare them for rewarding and successful careers.

The first students entered the college in 1969 and it was literally a college without walls. Classes were held at 29 locations including churches, community centers, local schools and senior citizen buildings. The first class graduated in 1971 with less than 50 graduates. Today, the college has five campuses and a university center located throughout the county with more than 70,000 credit and non-credit students enrolling annually. We've come a long way over the years and continue to build on that commitment to excellence.

THEN...

Garfield Building
Administrative Offices



NOW!

WCCCD
Administrative offices

Legislative Corner

Legislative Luncheon- August 19, 2014



Division of Information Technology



Information Technology Transformation Plan

Web Site Digital Audit

A website evaluation was executed on the WCCCD website with the goal of determining specific improvements that could help build a positive experience with each visitor. The company evaluated all digital channels currently used by WCCCD to understand their effectiveness and reach. As a result they were able to recommend solutions that will optimize inbound and outbound marketing efforts to engage with WCCCD's audience and ultimately increase student registration and retention.

Website Scorecard Key Features:

-  Navigation
-  Design
-  Content
-  Visitor Engagement
-  Channels

Information Security Audits

Given the rapid pace of technological change and the proliferation of computers, networks and users of varying capabilities in the academic setting, information security is an area of significant importance in higher education. At WCCCD the chief information security officer is responsible for conducting regular risk assessments to ensure the adequacy of information security policies and procedures. Regular security audits are conducted at different levels of the computing infrastructure.



Clean Address

Clean Address is a global address verification tool to verify and standardize postal addresses in more than 240 countries. This technology was implemented to verify all addresses in BANNER for their accuracy. It provides real time verification and telephone checking seamlessly integrated with BANNER forms and Web-Gate.



Website Hits



Week of August 11-17, 2014

51,516 visits to website
 64.6% female
 35.4% male
 63 countries
 16,860 visits from mobile devices
 3,346 visits from tablets

Top Five Content Views

Financial Aid- 15,272
 Student Services- 13,818
 Academic Program- 9,260
 Northwest Campus- 5,670
 Faculty and Staff Resources- 4,680



Division of Administration and Finance



The Payroll Department has continued its membership with the American Payroll Association (APA). Established in 1982, the APA is the nation's leader in payroll education, publications, and training. APA conducts payroll training conferences and seminars across the county and publishes a complete library of resource texts and newsletters. Representing more than 20,000 members, APA is the industry's highly respected and collective voice in Washington, D.C. Some upcoming sessions that payroll staff will be attending this Fall include:

- Garnishment Forum (4 part segment)
- Fundamentals of Payroll
- Preparing for Year-End and 2015

Cost Management Effective Spend Analysis

Spend analysis is a strategic process of collecting, cleansing, classifying, and analyzing spend data with the intent of leveraging the institution's total spend in order to reduce procurement costs, improve efficiency and monitor contract and purchase compliance. This process usually requires collaboration with several other administrative organizations and data sources across the institution. According to Today's Campus Magazine, "It's a daunting undertaking, and many institutions struggle with where to start."



Internship Program Graduation



Heinz C. Prechter Educational and Performing Arts Center

Coming Soon!

All About the Arts Coffee Series
Western Campus
Thursday, September 25, 2014
7:00-8:30pm
Title: The American Songbook

"The American Songbook" is presented by the Michigan Opera Theatre (MOT), offering a lively and entertaining revue of songs from the American Musical Theatre. MOT vocalists Maria Cimarelli and Mark Vondrak will be performing songs from Irving Berlin, George Gershwin and more. This series is open to the public at no cost!



The Downriver Campus hosted Blackboard orientation for students starting in Fall 2014. Topics discussed included accessing Blackboard and completing their online classes.

New Animals for Veterinary Technology Program

The Veterinary Technology Program received their new program animals. Nine dogs and four cats from the Brownstown Animal Shelter and will be staying for sixteen weeks. These animals will receive vaccines and other medical procedures that will help them live a better life. The second year students help with the intake of the dogs and cats and help to get them acquainted with their new home.



Downriver Campus Administrative Team Tour

Members of the Veterinary Technology Program hosted a tour for the Downriver Campus administrative team. The tour included visiting the operating and examination rooms, laboratory, animal housing area, library, and classrooms.



Michigan Institute for Public Safety Education

* Through a partnership with Eastern Michigan University, MIPSE offered a trenching and excavation class. The class targeted workers, supervisors and equipment operators whose health and safety is threatened by the possibility of serious injury or death due to incidents involving trenching and excavation work.

* A mandatory paramedic orientation was held for students in the Emergency Medical Technician Program. The orientation covered an overview of classes, requirements necessary, the public safety student handbook, and financial aid information.

* Students from the Fire Protection Technology Program attended an orientation. The future fire fighters received an overview of the program, safety objectives, academic expectations, dress code, and behavior.

* Students from the Fire Protection Technology Program participated in a graduation ceremony. This event celebrated the hard work of our students to fulfill their dreams of becoming fire fighters.



Instructional Workshops

Dr. Ella Davis hosted a training workshop for English instructors conducted by Irene Biber, Executive Learning Consultant with Cengage Learning.. The workshop gave instructors the needed information regarding the Connect software. We received the following communication from Ms. Biber that I thought I would share with you. "Once again, thank you for such a friendly and accommodating campus environment. Have a great semester!"



International Programs

Nate Benedict from Northville High School was a summer intern in the International Programs Office.. He is heading to the University of Michigan – Ann Arbor to study International Relations. Below is an excerpt he wrote about his experience.

"Working within an international framework is both exhilarating and satisfying. All in all, my experience was rewarding, eye-opening, and special, and being an intern in the International Programs Office was an experience I will never forget."



Campus Improvements

Monitors were purchased and placed in the main hallway of the campus. These monitors will showcase classroom schedules during the beginning of each semester and also used to showcase upcoming events and information.



The Downtown Campus has placed new benches throughout various areas. These benches will allow students the ability to rest while waiting for the bus or someone to pick them up.



Classroom maintenance was performed to ensure that all classrooms were ready for the first day of classes. Rooms were cleaned, painted and floors were waxed.





Kruise 4 Kids

WCCCD was a proud sponsor of the Northeast Guidance Center's, KruiSe4Kids fundraiser. Mawine Diggs, Michele Giles, Ron Kern, and student Mike Doryen attended the fundraiser that benefits children's programs and ASPIRE, a program for children who have autism, cerebral palsy and other mental/physical disabilities.



Real Estate: How to Make Money Without Having a lot of Money Workshop

The Eastern Campus Entrepreneurial Institute and Resource Center hosted the Real Estate: How to Make Money without Having a lot of Money Workshop. Mark Maupin and Chris Wechner discussed Internet marketing strategies to help them prosper or obtain viewer (web search) traffic from those who may be interested in their product or service.



Cupcakes and Conversation

The Eastern Campus hosted Cupcakes and Conversation with student Ayana Adams who is one of many inspiring and successful African American women in Detroit. Ms. Adams spoke with young women about life lessons and how she became successful. This

program connected young ladies with mentors and other women to encourage them that they too can be successful.

Institutional Advancement

WCCCD's Scholarship Committee is pleased to announce the scholarship recipients for the 2014-2105 academic year.

1. Margaret Goudreau - American Association of University Women Wyandotte – Downriver Foundation
2. Mitchell Green – Business Studies
3. Shirin Aktar – Eugene E. Pettis
4. Vonjj Johnson – Humanities and Social Sciences Merit
5. Victoria Bankowski – Life and Physical Sciences Excellence
6. Susan Policicchio – Nursing
7. Pollobi Talukder – Thomas Turner General Education
8. Andrea Lundgren – Veterinary Technology Program
9. Megan Livingston – WCCCD Achievement
10. Whitney Tripp – WCCCD Independent Student
11. Shakib Ahmed – Textbook Award
12. Duane Mayfield – Textbook Award
13. Rasheeda Morgan – Dental Hygiene
14. Francesca Biundo – Dental Hygiene
15. Kimberly Kelly – Surgical Technology Program

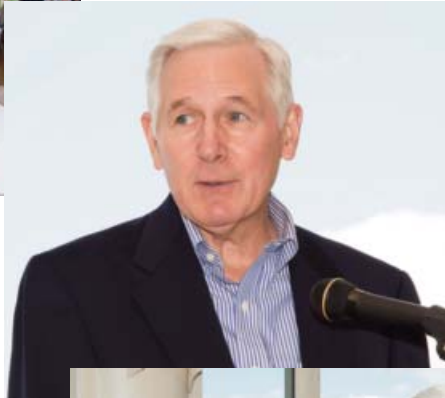




MARY ELLEN STEMPFLE UNIVERSITY CENTER

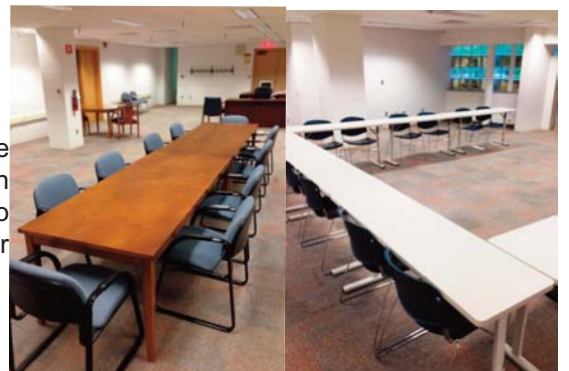
9th Annual Senior Fun Day

WCCCD was a sponsor for the ninth annual Senior Fun Day that was held at the Grosse Pointe War Memorial. More than 300 senior citizens enjoyed the day filled with a Tai Chi demonstration by WCCCD Instructor, Elaine Frost, a “Mindful Living” panel discussion by Beaumont Hospital health experts, and a luncheon followed by keynote speaker and former weatherman, Jerry Hodak.



University Center-West

The Mary Ellen Stempfle University Center – West is ready to go! While we are waiting for the UC- West signs to arrive, the furniture is in place to begin operations. The Center, located at the Western Campus, has two conferencing facilities, a seminar style classroom, four offices for our university partners, as well as a reception area.





on the move

* Mike Dotson chaired the August meetings of the Van Buren Township Local Development Finance Authority Board of Directors and the Belleville Area Chamber of Commerce Board of Directors.

* Anthony Arminiak attended the Taylor International Rotary Executive Board meeting.

* Cathy Rowley attended the Detroit Public Safety Academy's Open House.

* Anthony Arminiak and Fizah Khan represented the District at the Downriver and Detroit Business Association Community Business Expo.

* Steve Wildern, Theater Operations Dean, attended the monthly meeting of the Wayne County Council for Arts, History and the Humanities.



Downriver Campus administrators attended the Southern Wayne County Regional Chambers annual Grub Crawl. This event showcased local restaurants in the Downriver communities.



Loraine Stover and instructor David Lynch represented the Western Campus at the Western Wayne County Senior Olympics.



Western Campus

Getting the Campus Ready for the First Day of Classes

It was all hands on deck this week at the Western Campus as staff from all areas worked together to welcome students back for the Fall semester. Campus safety, facilities, student services, instruction, Learning Resource Center and janitorial staff helped students to find there way to classes and helped with any questions.





Presents

WORLD RENOWNED ASTROPHYSICIST

**DR. NEIL
DEGRASSE
TYSON**

Please join Wayne County Community College District as we celebrate nearly two decades of student success at the Chancellor's Banquet with an outstanding presentation from

WORLD RENOWNED ASTROPHYSICIST

**DR. NEIL
DEGRASSE TYSON**

The banquet will be held on
Tuesday, September 30, 2014
 at the Detroit-Marriott-Renaissance Center.

We hope you will be able to join us for this very exciting banquet. All proceeds will go to the WCCCD Student Scholarship Fund.

Tickets at \$150 each will be distributed on a first come first serve basis. To reserve your seat now call: 313-496-2510.