

Chancellor's Weekend Memo



November 7, 2014 Number 960

9th Annual Assessment Awareness Day



Deferred Maintenance

WESTERN CAMPUS HVAC CONTROL UPGRADE

The Western Campus has undergone a heating ventilation and air conditioning (HVAC) system assessment study. The HVAC control equipment will be upgraded and a timeline including installation and completion dates has been established. This project will not only save building operating costs, but will provide an efficient facility that will educate and empower students.



Deferred Maintenance



Deferred Maintenance

Show Me the Way to Go

Integrating the right signage into your campus can aid in building identity and marketing for the wider community

(Source: College Planning and Management)

The District continues its commitment to serve students by providing clear, and concise information to improve direction, promote safety, and a unified attractive appearance for all its facilities.



Division of Student Services



COMPASS®

What is the Compass Placement Assessment? Why is it important?

Compass is a computerized placement assessment in writing, reading, and math that helps advisors place students in the proper courses as they begin their studies at WCCCD. The Compass assessment is designed to facilitate student placement.



If a student is placed in a course that is too easy, they may get bored and lose interest. On the other hand, if they are placed in a course that is too difficult, they may become overwhelmed and lose confidence in their abilities.

Division of Student Services Student Advocacy Day



The Division of Student Services hosted the first annual Student Advocacy Day at the Downtown Campus. Administrators, faculty, and staff engaged students through interactive games and activities.

Students were provided an opportunity for academic advising, information on career programs and updates on the upcoming priority registration and Financial Aid Marathon.



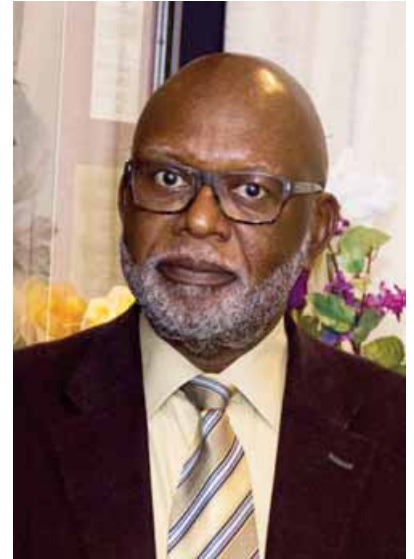




LECTURE SERIES

DISTINGUISHED SCHOLARS

The Division of Educational Affairs continues its popular Distinguished Scholars Lecture Series. Dr. Conrad Maitland, Urologist at Sinai-Grace Hospital and the Sherwood Medical Center serves as the “Distinguished Scholar-in-Residence.” This week we hosted Dr. Cheryl Moore, MD, Internal Medicine who spoke on the topic “Combating Metabolic Diseases.”



Conversation with Patti Trepkowski

Patti Trepkowski, Interim Provost at Grand Rapids Community College, shared insights and experiences about instructional issues with senior staff.





David C. Butty has been named the lead judging coordinator for the National Council for Marketing and Public Relations (NCMPR) Paragon Award in the categories of View Book, Newsletter and Brochure/A. The two judges on the panel are: Marcus Ivery and Karen Dumas.

The excerpt below from Debra Halsey, NCMPR's Executive Director, expresses the organization's appreciation for Mr. Butty's volunteer work. "Thank you again for agreeing to serve as a judging coordinator for this year's Paragon Awards competition. We appreciate your support. You are wonderful! Thanks a million!"



Division of Educational Affairs

The Division of Educational Affairs continuously scans the external environment for employment and career program projections.



HIGH GROWTH OCCUPATIONS REQUIRING AN ASSOCIATE'S DEGREE			HIGH GROWTH OCCUPATIONS REQUIRING SOME COLLEGE		
OCCUPATIONS	Job Growth to 2014	Hourly Wage	OCCUPATIONS	Job Growth to 2014	Hourly Wage
• Registered Nurses	17,550	\$28.70	• Medical Assistants	4,900	\$12.89
• Nursing Aides, Orderlies, Attendants	6,740	\$11.69	• Dental Assistants	2,470	\$15.51
• Automotive Service Technicians/Mechanics	2,870	\$19.63	• Police, Sheriff's Patrol Officers	1,560	\$23.36
• Computer Support Specialists	2,190	\$20.90	• Pharmacy Technicians	1,430	\$12.75

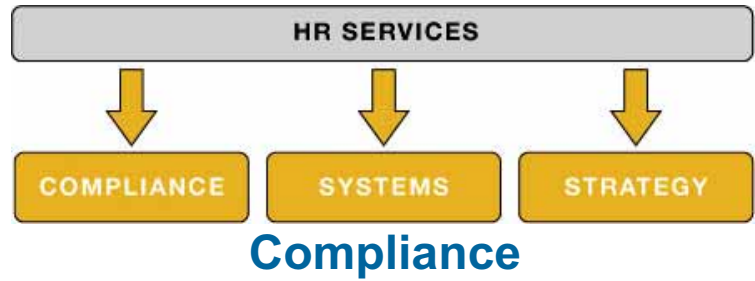




To meet the changing needs of our students—we must respond with flexible learning environment. The Mary Ellen Stempfle University Center- Center for Distance Learning offers the following formats that:

- Allows instruction to occur simultaneously between two campus locations. The virtual classroom has been used for SED classes, RET class, and LOG classes. The exchange transmits audio and visual to both classrooms.
- Allows students to experience course work in both the online environment through Blackboard and physical meetings at the campus. For several years, the distance learning sections of Biology classes were taught using this format.

Division of Human Resources



- Employee Identifications Badges
- Background and Reference Checks
- Personnel Files and Recordkeeping
- FLSA Worker Classification
- Classification for Exempt and Non-Exempt Employees
- I-9 Compliance
- Workplace Safety
- EEO Compliance
- COBRA Administration, TPA Services

Employee Identification System and Workforce Safety

The District's Employee Identification System (EIS) serves to provide not only essential employee information but also promotes both workplace safety and a structured environment.

Security

Let your staff know that Employee Identification System helps keep them safe while they're at work. The District Police Authority can tell at a glance that does and doesn't belong in the building and can question or remove unauthorized people.

Identification

Our students and constituents can quickly determine if someone is a staff/faculty member when they need assistance. ID badges typically include a photograph and the employee's name and title thereby reducing confusion.

Enhanced Customer Service

The EIS process builds institutional identity, provides accountability and promotes employee interactions.

Integrity

The EIS process ensures the security and confidentiality of essential data and records by the enforcement of access.



Division of **Human Resources**
ANNUAL OPEN ENROLLMENT
NOVEMBER 3 - 17, 2014



All Regular Part-Time Employees

Annual open enrollment is from November 3 through November 17, 2014. As a part-time employee you are eligible to participate in certain benefit plans sponsored by WCCCD. November 17, 2014 is the deadline to submit all enrollment forms to the Division of Human Resources. Please be advised that all new enrollment and changes will become effective January 1, 2015.

All Full-Time Benefit Eligible Employees

The annual open enrollment period for employee benefits selection is also from November 3, through November 17, 2014. This is an opportunity for all full-time employees to make changes to their benefit plans as well as add and/or delete dependents. Please provide proof of relationship with the addition of new dependents. Furthermore, please note all elections and paperwork must be submitted no later than 5:00 p.m. November 17, 2014.

For more information go to:

http://www.wccd.edu/dept/human_resources.htm

District Police Authority



Detroit Lighthouse Project

Sergeant Marty Taylor represented the District Police Authority at the Project Lighthouse meeting. The meeting focused on law enforcement officials finding ways to prevent or mitigate criminal activity and future terrorist acts. This collaboration has led to the development of a number of strategies and programs designed to strengthen domestic security. Many of these strategies focus on improving communication and coordination among local, state, county, federal agencies and prepare sector communities to develop ways to combine relevant information from disparate databases, in order to maximize the usefulness of available information.

Public Act 330 Police Authority Certification



Congratulations to officers Cindy Diaz, Lee Richardson, Andrew Jackson, and Kathy Warren for completing a three-week training for Public Act 330 police authority certification at Schoolcraft College. These officers now have full police powers and misdemeanor arrest authority while on active duty, on the college's premises and are in full uniform.

The training curriculum included criminal law and procedure, civil law, cultural diversity, firearm familiarization and proficiency, CPR/first aid, non-violent intervention, emergency preparedness, legal update and defensive tactics.

Division of Administration and Finance

Online Registration Begins November 10, 2014 Online Tuition Payments are Available!

Spring 2015 registration will begin on Monday, November 10th and our students will be eagerly registering for classes. WCCCD's policy is that all tuition and fees are due at the time of registration. Our students can pay their tuition online only and securely through Webgate in four easy steps:



The District accepts online payments through all major credit cards and checking and savings accounts as well as the District bookstores provides prepaid debit cards for a nominal fee. Online tuition payments allow our students to conveniently register and pay for their classes anywhere 24 hours a day, 7 days a week.

Annual Financial Statement and Reports

The Division of Administration and Finance is working diligently to complete its annual financial statement and reports. This reconciliation process involves reviewing the accuracy and validity of the District's overall financial activities and performance. The Division is committed to ensuring the appropriate and proper use of District fiscal and physical resources exercising accountability and transparency in all of our operations and processes.



Office of Institutional Advancement



Wayne County Community College District Scholarship Committee

When you support a scholarship you can feel confident you are investing in our community's future. By giving a gift to the WCCCD Scholarship Foundation you are providing a student an opportunity to a better life. You are giving the gift of an education. No gift is considered too small. Collectively, all contributions made to the scholarship foundation are used to help hardworking and dedicated students.



DID YOU KNOW ?

- \$1,394.00 will pay for a semester of tuition and fees for a full-time semester
- \$386.00 will pay for a three credit course
- \$500.00 will help buy textbooks
- \$50.00 will help buy school supplies (note books, pens, etc.)

Cash, in the form of personal or corporate checks, is the most popular type of charitable gift which will be used to meet the needs of our students.

Please make the check payable to the "Wayne County Community College District Scholarship Committee."



Michigan New Jobs Training Program:

The Senate passed Senate Bill 1074 (Jansen) by a vote of 37-1 in October. The bill has been referred to the House Commerce Committee (chaired by Representative Foster). The MCCA met with Rep. Foster, the MEDC and the State Budget Office in late October to discuss SC 1074 and a potential compromise.

Legislative Corner

Community College Skilled Trades Equipment Program: the Michigan Strategic Fund board approved the guidelines for the \$50 million community college skilled trades equipment program. (CCSTEP) that was included in the 2014-15 budget.

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

Study ABROAD

BRING THE WORLD HOME

The Study Abroad Program in conjunction with the campus presidents conducted a District-wide Study Abroad Fair where students interested in participating in the trip to Switzerland in Spring 2015 explored the options available to them.



Join us this fall as we study in:
Geneva, Switzerland!
LANGUAGE • ART • HISTORY
Tentative departure, November 2014*

The Wayne County Community College District (WCCCD) Study Abroad Program promotes international education by preparing students for the culturally diverse global marketplace. Past participating students in the Study Abroad Program have returned home with a host of experiences and have gone on to become leaders within their respective institutions and communities. This Fall, we invite you to join us as we study the culture, art, history, language and the importance of Switzerland in Geneva. This experience will add to your personal and professional growth. Explore and experience first-hand Geneva, Switzerland – a truly exciting spot in all of Europe, home to European Headquarters of the United Nations and the International Red Cross and the World Health Organization – and home to many international organizations and the offices of the United Nations. [Pattersonville University of Geneva](#)

Application deadline: September 10, 2014
Please note: Completing the application process is not a guarantee for automatic qualification, and/or acceptance into the program.

Among some of the criteria for consideration:

- Be 18 years of age or older, and must be a current WCCCD student
- Have completed 20 credit hours or more at WCCCD, and must be working towards a degree or certificate completion
- Have a grade point average (GPA) of 3.00 or higher
- Complete the Study Abroad application and all paperwork associated with the application process
- Have completed Credit Hours at the time of this application
- SPONSOR NOT EXCEED 40 total credit hours unless you are in a program that requires more than 40 hours obtaining your degree
- Complete a clear, thoughtful, and carefully prepared essay including your reasons for applying to the Study Abroad Program

Please Note: While the WCCCD Study Abroad Program is open to every student, each student is given the opportunity to participate in the program **ONCE** while they remain a student at the District.

Students who complete the application process and are selected through official communication are also responsible for all items which are listed on both sides of the **REGISTRATION FORM**.

Questions? Contact David C. Butts, Executive Dean for International Programs/Relia Specialist
Phone: (313) 496-2526 • dbutts@wcccd.edu



International Programs and Global Partnerships

Coming Soon!

International Education Week November 17-21, 2014

Please join our international students as the world celebrates International Education Week this month in collaboration with the U.S. Department of Education. International Education Week will run from November 17 – 21, and is an opportunity to celebrate the benefits of international education and exchange worldwide.



On the Move...

Raquel Newell from the International Programs Office attended the NAFSA Region V conference in Grand Rapids. She participated in workshops focusing on international student regulations and integration.

Federal Work Study Program

Mentoring our Students!



One of the trends we notice in operating the Federal Work Study Program is a growing gap in soft skills leaving them difficult to place them in offices that requires certain skills. We have instituted an informal mentoring program where we match Federal Work Study students to District staff for mentoring purposes.

Nerak Garrett is a first time college student at WCCCD and Raquel Newell serves not only as a staff member but a mentor.

Office of Accountability and Transparency

The Continuous Quality Improvement 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.



Distribution Center Process Flow



Outgoing - Delivery

Incoming - Reconciliation



WEEKLY UPDATE



District-wide Infrastructure Upgrade

The Division of Information Technology (IT) will be implementing a complete infrastructure upgrade that fully optimizes all network traffic: voice, data, video, and internet across all applications District-wide.

The upgrade will dramatically enhance the District's technological capabilities through improved performance and lower operating costs.

Upgrade includes:

- *Virtual Server Technology
- *Virtual Desktop Infrastructure
- *District-wide Network Wiring
- *Network Hardware upgrade including
 - Router
 - Switches
 - Firewall
- *Intrusion Detection and Prevention Systems
- *VoIP Telephony (Voice Over IP)
- *Hi-Speed Wireless Access Points
- *Security Layers to ensure Data Confidentiality, Integrity, and Availability
- *Backup and Redundancy Including Disaster Recovery

Key Benefits:

- Fast Internet Everywhere
- Video and Voice Conferencing
- Enhanced Distance Learning
- Advanced Student Collaboration
- Next Generation Infrastructure
- Wireless Access Everywhere,
Not Just in "Hotspots"



Information Technology Dashboard



“Ever wonder what the tech person that helped you over the phone looks like?

Now you have a chance to put a name to a face when you stop by the third floor of the administration building.

While in the introductory phase, the dashboard currently displays photos of the District IT team. A video will soon follow with IT frequently asked questions.

Be sure to look for current technology trends and the progression of the Information Technology Transformation Plan on the dashboard soon!

The logo for the Software Application Empowerment Series. It features a circular arrangement of colorful 3D blocks on the left, followed by the text "SOFTWARE APPLICATION" in large, bold, black letters, and "EMPOWERMENT SERIES" in blue, italicized letters below it.
A row of icons representing various software applications: Word (W), Access (A), Excel (X), Outlook (O), PowerPoint (P), Publisher (P), Visio (V), and Adobe PDF.

Empowering End Users with Everyday Use of Software Applications

This is an excellent opportunity to gain knowledge and develop your individual skills with use of software applications you utilize every day. A series of sessions focused on Microsoft Office applications has been developed to provide you with advanced tips and techniques to enhance your application knowledge.

Stay tuned for program announcement and session schedule next week!



Division of Institutional Effectiveness

External Reporting Career Education Consumer Report (CECR)

The Division of Institutional Effectiveness (IE) is responsible for reporting relevant program information to the Career Education Consumer Report (CECR). CECR provides students and job seekers with useful and accurate information about education and training programs, thus linking our credit and workforce programs and course offerings to the public.

CECR Sample Data Points Include:

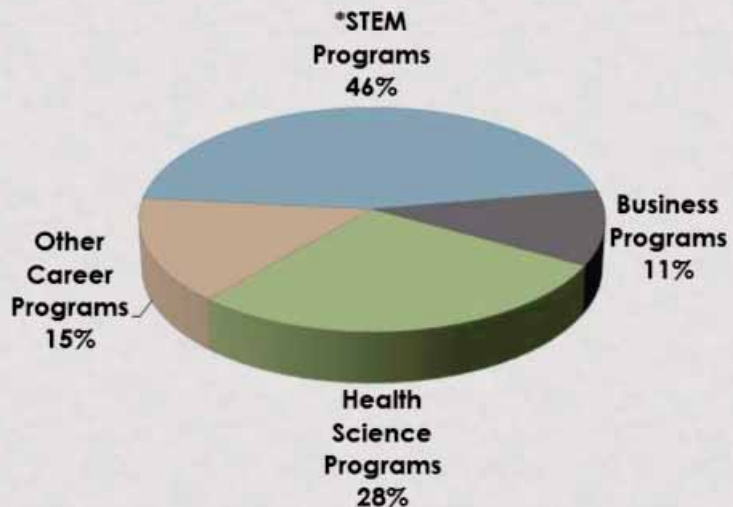
- Program Description
- Credentials Earned Upon Completion of Program
- Program Tuition Cost
- Program Enrollment Data
- Program Graduate Data

WCCCD Career Programs Featured on CECR

IE currently submits data to CECR for a variety career programs used by Michigan job seekers and employers. Below highlights the industries for WCCCD programs reported to Michigan Works:

Michigan Works hosts CECR postings on their website that connect jobseekers to career training and education. This helps WCCCD:

- Promote career education opportunities resulting in fast paced "middle skills" jobs
- Inform jobseekers of career education opportunities



*Science, Technology, Engineering, and Mathematics



Filling the Skills Gap

This week D-RAP participants successfully earned their Occupation Safety and Health Administration (OSHA) Certificate, Lead Certification and received their First Aid and CPR card. A field trip was arranged to visit the Downriver Campus where participants were able to experience live demonstrations at MIPSE.





The Heinz C. Prechter Educational and Performing Arts Center

The Heinz C. Prechter Educational and Performing Arts Center hosted the latest in the “All About the Arts” Coffee Series. Students and community members enjoyed learning about rediscovery, reinvention and unbounded creativity in Detroit from Nichole Christian, one of the CANVAS DETROIT authors. CANVAS DETROIT is a combination of vibrant full-color photography of the city’s much-buzzed-about art scene with thoughtful narrative that explores the art and artists that are re-creating Detroit.



The Michigan Institute for Public Safety Education



The Michigan Institute for Public Safety Education hosted Henry Ford Wyandotte and Henry Ford Health Center – Brownstown Hospital for a health training seminar.



The Guidance Center Growing Readers

The Downriver Campus hosted The Guidance Center, Head Start, which conducted a Growing Readers Workshop for Head Start Staff. The workshop focused on engaging young children in four key areas of early literacy learning to jump start reading.





Adult Education

Registration began for the Adult Education Program. Participants will take courses at various campuses to gain knowledge in the areas of mathematics, English, and history prior to taking the GED test. Registration consisted of a pre-test to determine the proper education level of each participant to ensure they are placed in the proper courses.



Young Men for Education Advocacy



ARISE Detroit

Participants in the ARISE Detroit workshops learned about the resources available in their local neighborhoods and were educated on ways to improve their neighborhoods.

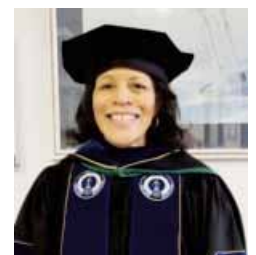


Jailers Training Graduation Ceremony

The Wayne County Sheriff's Department held the Jailer's Training Graduation Ceremony. Participants were honored for their completion of the program. Graduates will be hired as officers and placed in various county jails.

Faculty Highlight

Kudos to Professor Sharon Wallace on the completion of her Ph.D. from Union Institute and University located in Cincinnati, OH. Congratulations to Dr. Wallace on your accomplishment!





Supporting our Faculty!



Michelle White attended the Open House at Jo's Art Gallery in Detroit where Humanities Instructor Adwoa Muwzea's Artwork is on display.



Academic Advising Fair

The Eastern Campus kicked off the Academic Advising Fair this week. Students met with the registration team and academic advisors to discuss and plan their Spring 2015 schedule, develop and learn about the benefits of Degree Works, and the many programs that WCCCD has to offer.



Yvette McElroy attended a meeting of the Breithaupt Computer-Aided Design Advisory Committee. Industry and academic members shared their ideas for the upcoming Draft and Design Forum scheduled this month. This will provide an opportunity for students to be introduced to engineering and other high tech careers.



The Western Campus hosted the Girls Scouts of Southeastern Michigan. Girl Scout leaders held a tri-chapter workshop representing the communities of Belleville, Romulus and New Boston. Leaders met to plan strategic fun-filled, quality leadership experiences in the community.

On the Move... Student Recruitment

Keith Binion and Karow Gordon attended a college fair at Plymouth Educational Center to promote WCCCD and answer general questions for high school students in grades 9 – 12.



College Recruitment

Representatives from Marygrove, Rochester and University of Detroit-Mercy visited with students at the Northwest Campus to discuss their program offerings and transfer process once they graduate from WCCCD.

Office of Career Education

The Completion Agenda at WCCCD is alive and well at the Michigan Institute for Public Safety Education (MIPSE). This past week, fire fighter students at the Downriver Campus successfully completed their Fire Fighter I State Practical Exam, administered through the Office of Fire Fighter Training (OFFT) at the State of Michigan.



Academic Programming Planning

The new academic programs that started this semester are in full swing. To keep the positive energy, we must carry forward a strong recruitment effort for Spring 2015. The District Regional Program Planning Office has prepared Talking Points for all the Student Service advisors tailored to the Spring 2015 class offerings on each campus. These documents will be sent to each campus, through the campus president, in time for the start of priority registration November 10.



This week, Dr. George Swan attended the National Institute of Health (NIH) launch for the national Building an Infrastructure for Diversity in the National Institutes of Health consortium in Bethesda, Maryland with the other principal investigators from Wayne State University, University of Detroit Mercy and Marygrove College. The team presented the unique aspects of the initiative among the other 10 consortia and NIH officials in attendance.



MARY ELLEN STEMPFLE UNIVERSITY CENTER

Harper Woods High School College Night

Dr. Sandra Robinson and Denis Karic represented the Mary Ellen Stempfle University Center at the annual Harper Woods High School College Night.



Grosse Pointe Chamber of Commerce Annual Business Expo

Dr. Julie Corbett, Dr. Sandra Robinson, and Denis Karic represented the District and the Mary Ellen Stempfle University Center at the Grosse Pointe Chamber of Commerce's annual Business Expo.

University Center West

A team from Madonna University visited the Mary Ellen Stempfle University Center-West to explore expanded articulation agreements with WCCCD and a potential academic partnership. Attending the meeting for Madonna University were Dr. Ernest Nolan, Vice President for Academic Administration, Mike Quattro, Director, Office of Undergraduate Admissions and Ranae Hamama, Admissions Officer, Office of Undergraduate Admissions. WCCCD was represented by, Dr. Frank Dunbar, Dr. Randall Miller, Dr. Harvey Dorrah, and Muna Khoury.





"New Occupational and Career Programs Were Added to the Curricula"

Above all else, Wayne County Community College is an institution designed to provide comprehensive post secondary quality education. One of the academic missions of the College is to develop a 50/50 ratio between vocational/technical learning and liberal arts or transfer programs. There was movement toward that goal by the addition of the following new programs:



- Administrative Secretary
- Certified Laboratory Assistant
- Court Reporting
- Dental Technology
- Hotel-Motel Management
- Housing Management



Upholstery class offered to seniors through the School of Continuing Education



Students and Faculty - cir. 1971-1977

Division of **Student Services**



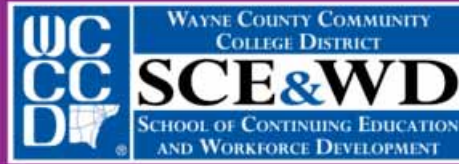
HONORING ALL WHO SERVED
VETERAN'S DAY APPRECIATION LUNCHEON

Date: November 11, 2014
Place: Downtown campus (lower atrium)
Time: 11am-12:30pm

All military personnel (VA students) are invited to attend this appreciation luncheon for our brave servicemen and women past and present who have fought to protect and serve.

- **Flag ceremony**
- **Salute veterans**
- **National anthem song selection**

To RSVP please contact 496-2523



in partnership with the Heinz C. Prechter Educational and Performing Arts Center
and the Western Campus
PuppetArt, Detroit Puppet Theatre
present



"Kolobok"

Wednesday,
November 12, 2014

10:30 a.m.

Western Campus • Educational Multipurpose Room

9555 Haggerty Road, Belleville, MI 48111

PuppetArt, Detroit Puppet Theatre presents, "Kolobok", a traditional Russian folktale about the adventures of a little Butterball who was baked by an elderly, childless couple. This story is well known in America as, "The Gingerbread Man".

Participants will:

- Engage in critical thinking skills as they determine the ending of the story
- Compare and contrast the two stories: American Gingerbread Man and the Russian Kolobok
- Write letters to PuppetArt Theatre expressing what each child liked about the characters in Kolobok



**LEARNING RESOURCE CENTERS (LRC)
INFORMATIONAL SESSIONS**

**LITERARY CRITICISM
RESEARCH**



Western Campus

Thursday, November 13, 2014

11:00 a.m. - 12:00 p.m.

This workshop will cover how to do literary criticism research using the LRC's resources. The workshop will include: books, databases and internet resources.

Sessions are open to the public.



**LEARNING RESOURCE CENTERS (LRC)
INFORMATIONAL SESSIONS**

**Preparing and Writing
an A+ Research Paper**



This workshop will cover the basic elements of writing research papers including how to identify credible sources and how to cite the sources using the recommended writing style. Students will be able to identify web links and library resources to provide help with completing research related assignments.

<u>CAMPUS</u>	<u>DATE</u>	<u>TIME</u>
Downtown	Thursday, October 23, 2014	1:00 p.m.
Downtown	Monday, October 27, 2014	6:00 p.m.
Eastern	Thursday, November 6, 2014	6:00 p.m.
Northwest	Thursday, November 13, 2014	1:30 p.m.

Sessions are open to the public.



WAYNE COUNTY COMMUNITY COLLEGE DISTRICT'S
SCHOOL OF CONTINUING EDUCATION
PRESENTS

*Red Lining:
Paintings
2012 – 2014*

*featuring the artwork of
Shirley Woodson*



*Grand Opening of the
Brown and Juanita C. Ford Art Gallery
at the Northwest Campus!*

**BROWN AND JUANITA C. FORD ART GALLERY
NORTHWEST CAMPUS • LARRY K. LEWIS EDUCATION CENTER
8200 W. Outer Drive, MI 48219**

OPENING RECEPTION
Thursday, November 13, 2014
5:30 p.m. - 7:30 p.m.

EXHIBITION
November 13 through January 9, 2015
Gallery Hours: Monday – Friday • 9:00 a.m. - 5:00 p.m.

Artwork: Shirley Woodson, "September Wave", 2013, acrylic on canvas, 40" x 40"

**FOR MORE INFORMATION, PLEASE CALL 313-496-2510
OR VISIT OUR WEBSITE AT WWW.WCCCD.EDU**