



March 20, 2015

Number 977

## *WCCCD Welcomes Dr. Darnell Earley New Detroit Public Schools Emergency Manager*



# Legislative Corner



## New Pell Numbers Released

The Congressional Budget Office has issued its updated baseline projections for the Pell Grant program, showing a delay in the anticipated shortfall for the program. For the upcoming fiscal year, FY 2016, the program is projected to run a surplus of approximately \$2 billion.



## Campus Accountability and Safety Act Reintroduced

Senator Claire McCaskill, along with 15 bipartisan co-sponsors, has reintroduced the Campus Accountability and Safety Act. The bill focuses on additions to the Clery Act crime reporting requirements, memoranda of understanding between institutions and local law enforcement agencies as to how they will work together in response to sexual violence crimes, confidential advisors available on campus to counsel crime victims, and campus climate surveys.

## Committee Votes to Change Public Notices

The House Local Government Committee reported out House Bill 4183, which would gradually phase out the existing requirements for local governments (including community colleges) to publish notices in print newspapers. Instead, the bill would allow notices to be posted on the local government's website, and would also allow for distribution by electronic and regular mail. The bill now goes to the full House of Representatives for consideration.



## Meeting with Harvey Hollins and Ken Cole



# Division of Administration and Finance

## 2015-2016 Budget Development Highlights

### Budget Development: 5 Step Process

1. Assemble a budget team
2. Implement a budget calendar
3. Prepare for annual budget process
4. Build the budget
5. Monitor the budget



The District is in the midst of a crucial step in the budget development process. The budget development team met with campus presidents to review their operational needs for their cost center (s). Each of the five campuses, University Center, MIPSE, and EPAC have unique needs and in order to ensure the prudent use of resources. The following are the specific investment and expenditure categories discussed:



- \* Campus Facilities
- \* Equipment
- \* Instruction/Curriculum Delivery
- \* New Programs
- \* Services (Enhancement and/or New)
- \* Technology
- \* Student Safety
- \* Staffing
- \* Special Initiatives
- \* Operating



# Administration and Finance

## Deferred Maintenance





# District Police Authority



## New Police Cars for the District

Four new police cars are ready for patrolling with all of the necessary audio and video installations.



## Macomb Community College Police Academy

Captain Livadic and Lieutenant Johnson recently checked on Sergeant Byron Young who is in week nine at the Macomb Community College Police Academy.



The District Police Authority met with representatives from the Wayne County Sheriff's Department to discuss the implementation of the MCOLES police patrols.

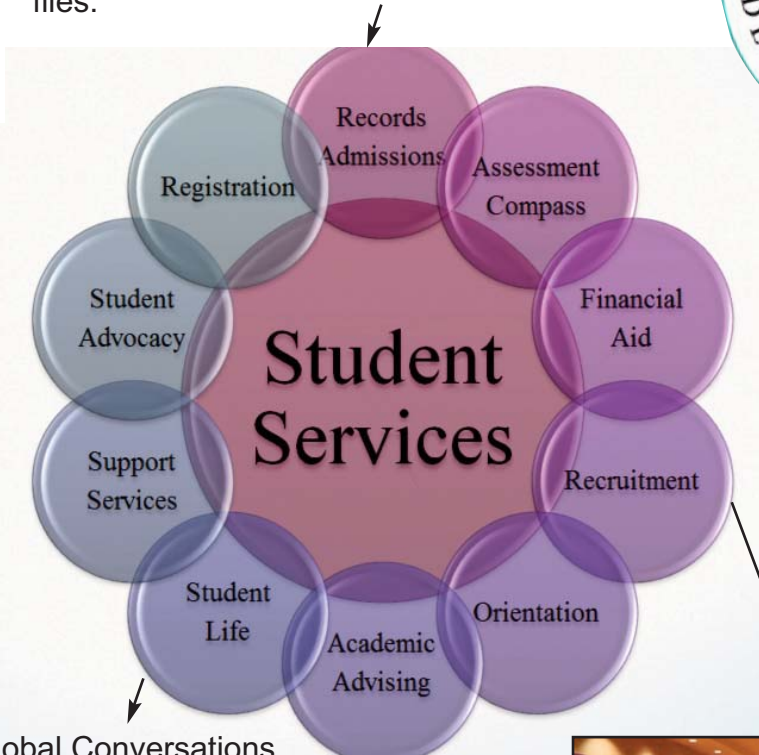


# Division of Student Services



2015-2016 Academic Scholarship Competition Applications are now available for the 2015-2016 academic year. Applications will be accepted until May 29, 2015.

**Records and Admission:** Document retention is underway. Pertinent documents are being scanned and held in secure digital files.



**Recruitment:** Staff from the Division of Student Services participated in the annual agency-wide Martix Human Services meeting. They assisted attendees with exploring educational opportunities at WCCCD.

**Student Life:** The Global Conversations Speaker Series is gearing up for its upcoming presentation for Women's History Month. Shanti Das will speak on women in business this month.

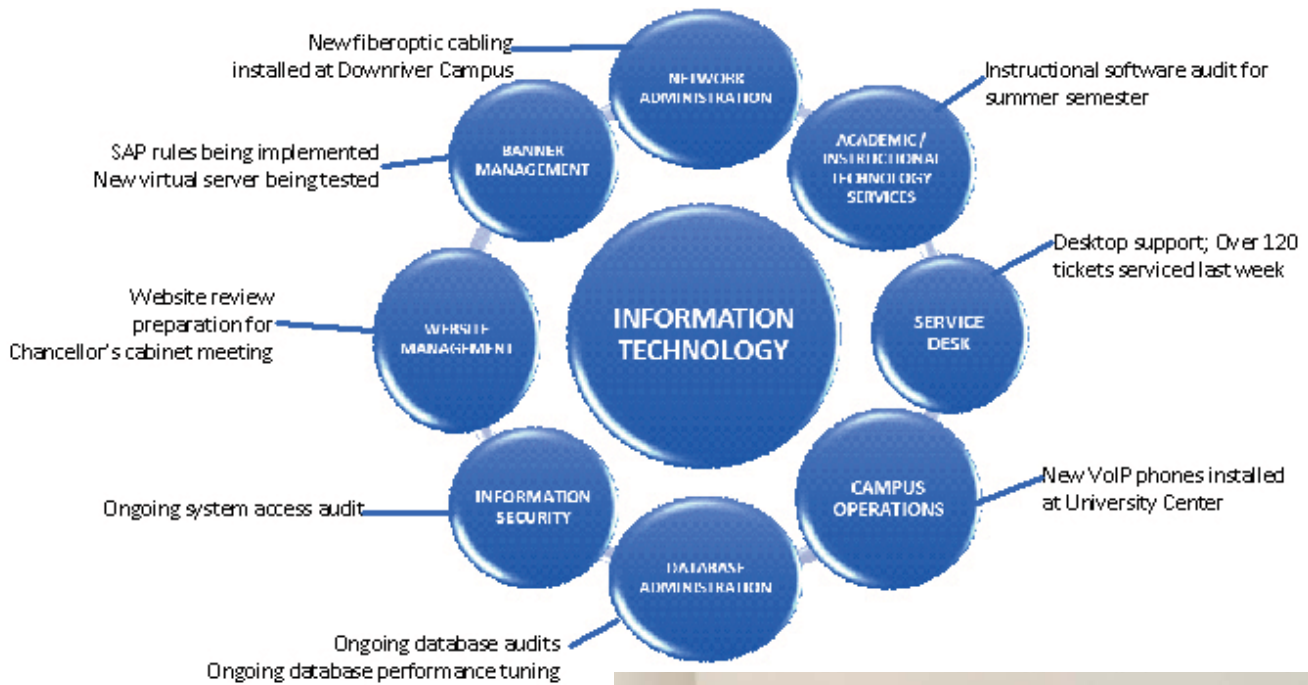


## Data Reflections: Data Analysis

The Division of Student Services, in collaboration with the Division of Institutional Effectiveness, met to discuss data, implications, results, new initiatives and planning. This was an opportunity for us to collaborate and increase our communication of data and information that is important to our everyday activities related to service delivery and reporting.



# WEEKLY UPDATE

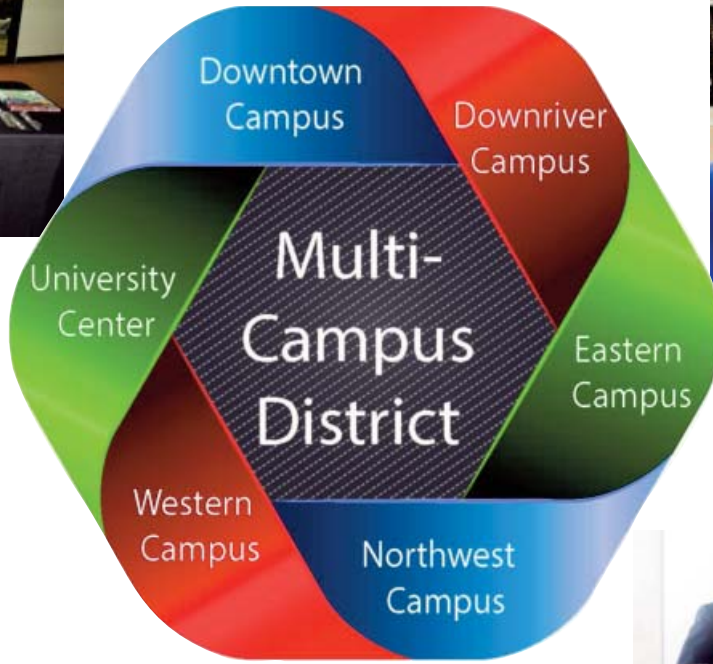


## **District Information Technology Weekly Priority Meeting**



The Division of Information Technology (IT) Team meets on a weekly basis. The meeting is to prioritize, strategize and plan next steps. The team governs the use of technology District-wide. The overall goal of the meeting is to improve the productivity of IT execution and usage while ensuring that resources are used effectively.







# School of Continuing Education and Workforce Development

**SHAWNA FORBES**  
Vice Chancellor  
School of  
Continuing Education and  
Workforce Development

## Continuing Education

Continuing Education offers lifelong learning opportunities for students seeking professional development or personal enrichment.

- Adult Education
- Business and Professional Development
- College for Kids
- Community Services
- Cultural Programming
- Entrepreneurship Training
- Healthy Living
- Industrial Technology and Trades
- Lifelong Learning

## Workforce Development

### Building Careers – Creating Success!

We partner with individuals and businesses to develop innovative, strategic initiatives in support of local economic development and training.

- Industry Certifications and Professional Licensures Courses
- Business specific customized courses and job training programs
- Skills Assessment through the Career Readiness Certification
- Apprenticeships
- Career Coaching
- Occupational Skill Development
- Personal Enrichment
- Regional Collaborative Initiatives
- Technical and Safety Training



# The School of Continuing Education and Workforce Development



## Toastmasters Workshop

Toastmasters is an organization that helps members overcome the fear of public speaking and how to be effective in projecting their message to an audience.

**Objective:** Participants learned how to organize a speech for the best effect on an audience, body language and how it strengthens the message and how to choose the right visual aids to make a message clear to the audience.

**Total Continuing Education Participation: 18**

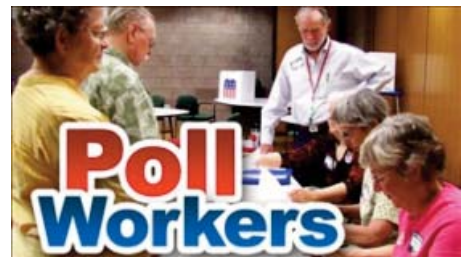
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## Optimist Oratorical Forum

Sponsored by the Optimist International, the Oratorical contest is its longest running program. Designed for youth to gain experience in public speaking it also provides them with the opportunity to compete for college scholarships.

**Objective:** Participants gained knowledge from experienced leaders on how to exhibit their skills and how to enhance their oratorical and writing skills as well as what is necessary to become competitive and eligible for college scholarships.

**Total Continuing Education Participation: 20**



## Poll Worker Training Workshop

This training workshop educates and trains poll workers in preparation for the upcoming 2015 general election cycles.

**Objective:** Trainees were provided with information on how to evaluate pre-voter applications, inspect ballot boxes, registration forms as well as analyze and inspect poll registration books.

**Total Continuing Education Participation: 18**





# School of Continuing Education and Workforce Development



## Detroit Event Center: Resident Outreach Symposium

The Eastern Campus hosted the Olympia Development of Michigan Symposium. **Objective:** Participants were provided with networking opportunities and resources that lead to employment, skills training and educational training.

**Total Continuing Education Participation: 560**



## Vendors Workshop

The purpose of the Vendor Fair was to create exposure for the products, wares and services of various vendors in the Detroit Area. **Objective:** Vendors had an opportunity to learn about other vendors and their products. They also discussed retail opportunities available around the city and business growth strategies.

**Total Continuing Education Participation: 36**



## How to Work from Home

The purpose of this workshop was to expose participants to employment and self-employment opportunities available in the work from home industry. **Objective:** Participants were given tools needed to work from home. Discussion was centered on how to find companies who hire employees to work from home and how to become a freelance operator.

**Total Continuing Education Participation: 14**



## E-commerce Coaching Workshop

The purpose of this internet marketing and coaching workshop was to help participants improve in their efforts to be found or noticed on the Internet. **Objective:** Participants were provided with information on how to identify where they may be hindered in their internet marketing sales efforts, how to work toward getting their websites to appear at the top of search engines and how to be successful with selling on the internet.

**Total Continuing Education Participation: 12**

## Writing Your First Book

The purpose of this workshop was to share advice with participants who are considering writing their first book. **Objective:** Participants were given guidelines, advice, and inspiration for taking those first steps from blank page to a finished product.

**Total Continuing Education Participation: 19**

## Internet Marketing Roundtable

The purpose of the Internet Roundtable was to look at "How to Effectively Market on the Internet." Mark Maupin lead the panel discussion. **Objective:** Participants explored internet marketing protocols that may lead to success. The roundtable provided a networking forum where individuals interested in internet marketing could share resources information.

**Total Continuing Education Participation: 24**

# The School of Continuing Education and Workforce Development



## Poll Worker Training Workshop

This training workshop educated and trained poll workers in preparation for the upcoming 2015 general election cycles.

**Objective:** Trainees were provided with information on how to evaluate pre-voter applications, inspect ballot boxes, registration forms as well as analyze and inspect poll registration books.



## Total Continuing Education Participation 115



### Health Sciences Career Forum

This forum was designed to encourage the exploration of the various health science programs at WCCCD, career options and employment opportunities.

**Objective:** Participants learned about admission to various programs in the health sciences, along with academic requirements, and were educated on career choices by a qualified professional in the field.

Total Continuing Education Participation: 17

### The Role of the Dental Hygienist in Forensic Dentistry

This seminar was designed to give an overview of forensic dentistry and the professional roles it plays.

**Objective:** Participants learned about forensic dentistry, duties of a dental hygienist in forensic dentistry, and knowledge about WCCCD dental programs through a presentation from an expert in the field.

Total Continuing Education Participation: 46



### Community Education Forum

The Northwest Campus, in partnership with the Detroit Wayne Mental Health Authority, held a forum to educate the community about the Michigan Health Link/Dual Education Project.

**Objective:** Participants were informed about the Medicare and Medicaid changes in Wayne County, and the physical and

behavioral healthcare options that are available to the community together with the local mental health programs and services available to the community.

Total Continuing Education Participation: 43



# The School of Continuing Education and Workforce Development



## Guidance Center Second Step Teacher Training

The Downriver Campus hosted The Guidance Center Second Step Teacher Training. **Objective:** Teachers were provided information to give to the parents and caregivers children who will participate in the Second Step Program. Participants were provided with instructional materials to help get families more involved.

**Total Continuing Education Participation: 16**

## Growing Great Gardens

The Downriver Campus hosted the Taylor Conservatory and Taylor Garden Club for a garden symposium “Growing Great Gardens.” **Objective:** Participants were provided a workshop that included informative presentations on methods and materials used to increase the beauty of a garden.



**Total Continuing Education Participation: 450**

### Oakwood Diabetes Prevention Program

The Downriver Campus hosted Oakwood Hospital’s Diabetes Prevent Program. **Objective:** Participants were provided information sessions on managing stress, weight management, controlling food portions, finding a healthy weight and staying motivated. Pre-diabetes screenings were also provided.

**Total Continuing Education Participation: 10**

### EcoWorks Energy Saving Program

The Downriver Campus hosted EcoWorks Energy Saving Program. **Objective:** Participants learned about the practices that are used for sustainable energy and natural resources. Also discussed were the cost savings of using sustainable energy to create healthy individuals and neighborhoods.

**Total Continuing Education Participation: 7**

### Semi-Annual Speed Networking

The Downriver Campus partnered with the Downriver Community Federal Credit Union to sponsor a Success Building Speed Networking workshop. **Objective:** Participants were provided networking opportunities and presented a 60-second introduction of their business.

**Total Continuing Education Participation: 4**

## Wayne RESA Learning Series for Leaders Cohort 2

The Downriver Campus hosted Wayne RESA. **Objective:** Participants discussed how district schools and classroom leaders improve student achievement and ensure high levels of learning for all students, including academic performance and those students with special needs.

**Total Continuing Education Participation: 22**



# The School of Continuing Education and Workforce Development



## MGIA – Michigan Green Industry Association

Participants completed a review of the CORE manual, along with “hands-on” individual demonstration training.

**Objective:** Professional landscapers attending this workshop covered a complete classroom review of the CORE manual and discussed how to become certified as applicators and registered technicians.

**Total Continuing**



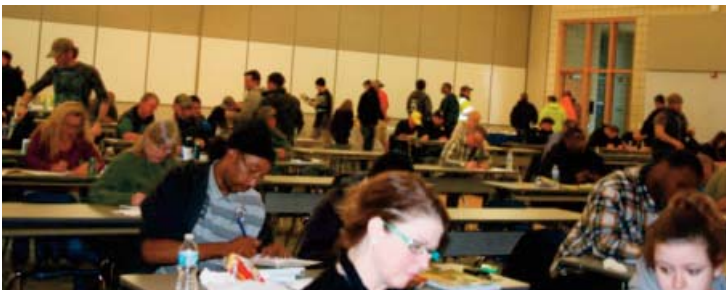
## Van Buren Soccer Association Skills Workshop

Participants learned techniques to improve ball handling and endurance as well as team building skills.

**Objective:** This workshop provided participants with information on how to engage parents and kids in the community as well as informative sessions regarding health and fitness.

**Total Continuing Education Participation: 23**

## Michigan State Police Gaming Section Training



The Western Campus hosted a training session for the Michigan State Police Gaming Section to address the influx of illegal gaming within the State of Michigan.

**Objective:** Attendees learned the most recent methods for identifying and preventing illegal gaming.

**Total Continuing Education Participation: 65**



# The School of Continuing Education and Workforce Development



## Professional Standards and Ethics Realtors Workshop

The focus of this workshop was to bring together a group of participants whose personal ethics and integrity are being tapped to head up a select group of individuals who comprise of the committees and hearing panels of the Grosse Pointe Board of Realtors in the arena of professional standards.



**Objective:** Participants discussed the concepts of the preamble of the Code of Ethics, explored due process, code enforcement and the professional standards and resolution processes for realtors.

**Total Continuing Education Participation: 19**

## Leadership in a Multi-Campus District

The District is a multi-campus community college organization. The primary function of the administration is to provide effective, dynamic leadership that will insure the objectives of the District are met. In a multi-campus District, it is paramount that campuses and the District office are mutually supportive and aligned. The campuses are a focal point of the educational operations in the District. Each campus president participates as part of the Chancellor's Executive Cabinet which aligns decision making tenets consistent with supporting the objectives of cooperation and collaboration in meeting the goals of the District.



# Division of Human Resources



## Human Resources and Finance Interface

In today's complex organizational environment, the Divisions of Human Resources (HR) and Administration and Finance play key roles in ensuring the integrity of an organization. From HR management to asset management, it is critical that these two divisions communicate, process, document, and reconcile flawlessly.

Understanding the importance of data integrity and accuracy, the two divisions, on a monthly basis, meet to assure that appropriate structures and all local, state, and federal regulations are administered.



### Benefits Reconciliation

As part of the HR continuous audit process, we are in the midst of reconciling the first quarter of 2015 for the following benefit accounts:

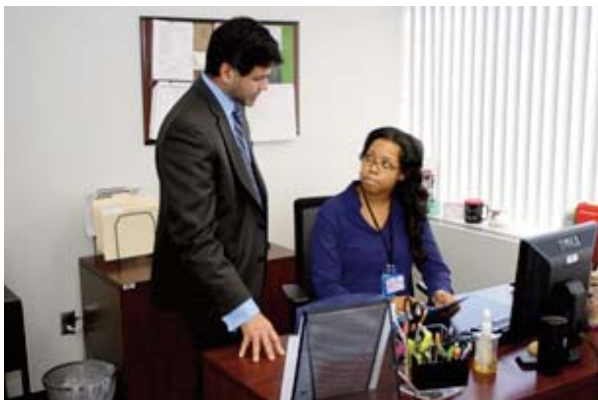
- Major medical
- Optical
- Employee Assisted Program (EAP)



### Web-Time Attendance Reconciliation

Weekly attendance and personnel requisitions are reconciled with the Division of Administration and Finance to ensure accurate payroll processing:

- Budgeting
- Staffing
- Reporting and Transparency



### Faculty Alignment

In preparation for the Summer and Fall 2015 semesters, in coordination with the Division of Educational Affairs, we are conducting part-time faculty:

- On-Boarding
- Applicant Credential Verifications
- Orientation







# Office of Accountability and Transparency

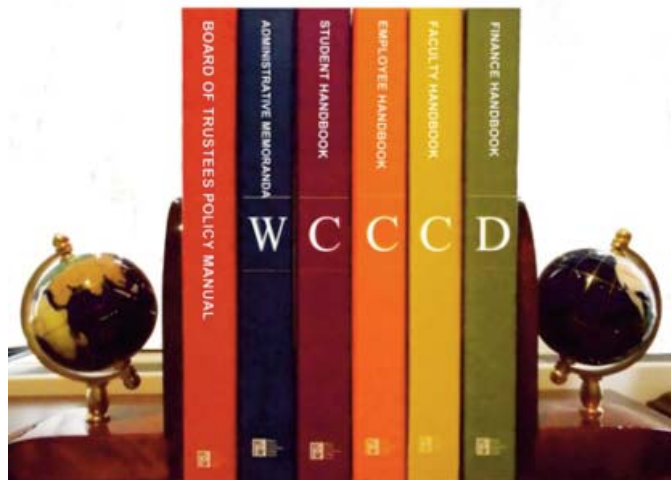
Financial Forecasting/Data Points/  
Projections/Compliance/  
Accountability/Transparency/  
Human Resources

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.



The Office of Accountability is working with the School of Continuing Education and Workforce Development as well as each campus to advance operational systems, community engagement, workforce development and instructional innovation. Focus is on the processes necessary to ensure WCCCD continues to receive a quality education and career advancement opportunities.

## WCCCD POLICY MANUALS



The following manuals are intended for the guidance and benefit of all District stakeholders. We are in the process of updating these manuals. They provide direction for decision making and ensures that the District remains mission focused.

- Board of Trustees Policy Manual
- Administrative Memoranda
- Faculty Handbook
- Employee Handbook
- Student Handbook
- Finance Handbook





# Office of Alumni and Institutional Advancement

WCCCD's District Employee of the Year Award goes out to several individuals who have demonstrated outstanding dedication and who have made exceptional contributions to WCCCD throughout 2013-2014. They have demonstrated outstanding reliability, quality of work, initiative, and professionalism. We would like to take this time to recognize our 2013- 2014 Employees of the Year! Congratulations to all!



## District Office

Monica Wiggins  
Kim Fisher  
Samson Kobbah  
Tameka Mongo  
Carmen Berman  
Terri M. Perkins  
DaShonta Simpkins  
Jeff Anderson  
Kuda Walker

## Eastern Campus

Mattie Porter  
Daisy Lopez

## Downtown Campus

Johann Buckner  
Jamila Sudduth

## Northwest Campus

Dr. Gwendolyn Cook  
Matthew Green

## Downriver Campus

Lina Warra  
Alan Fortune

## Western Campus

Debra Lee  
Dan Walker

## University Center

Orlando Wilkins

## Student Success **Ambassadors**

Raquel Newell and Oluwatosin Balogun led a training and teambuilding with the Student Success Ambassadors. As representatives of the District, Student Success Ambassadors effectively relate to prospective students and stakeholders that visit the District. We are proud to show others the fine caliber of students with whom we are fortunate to work.

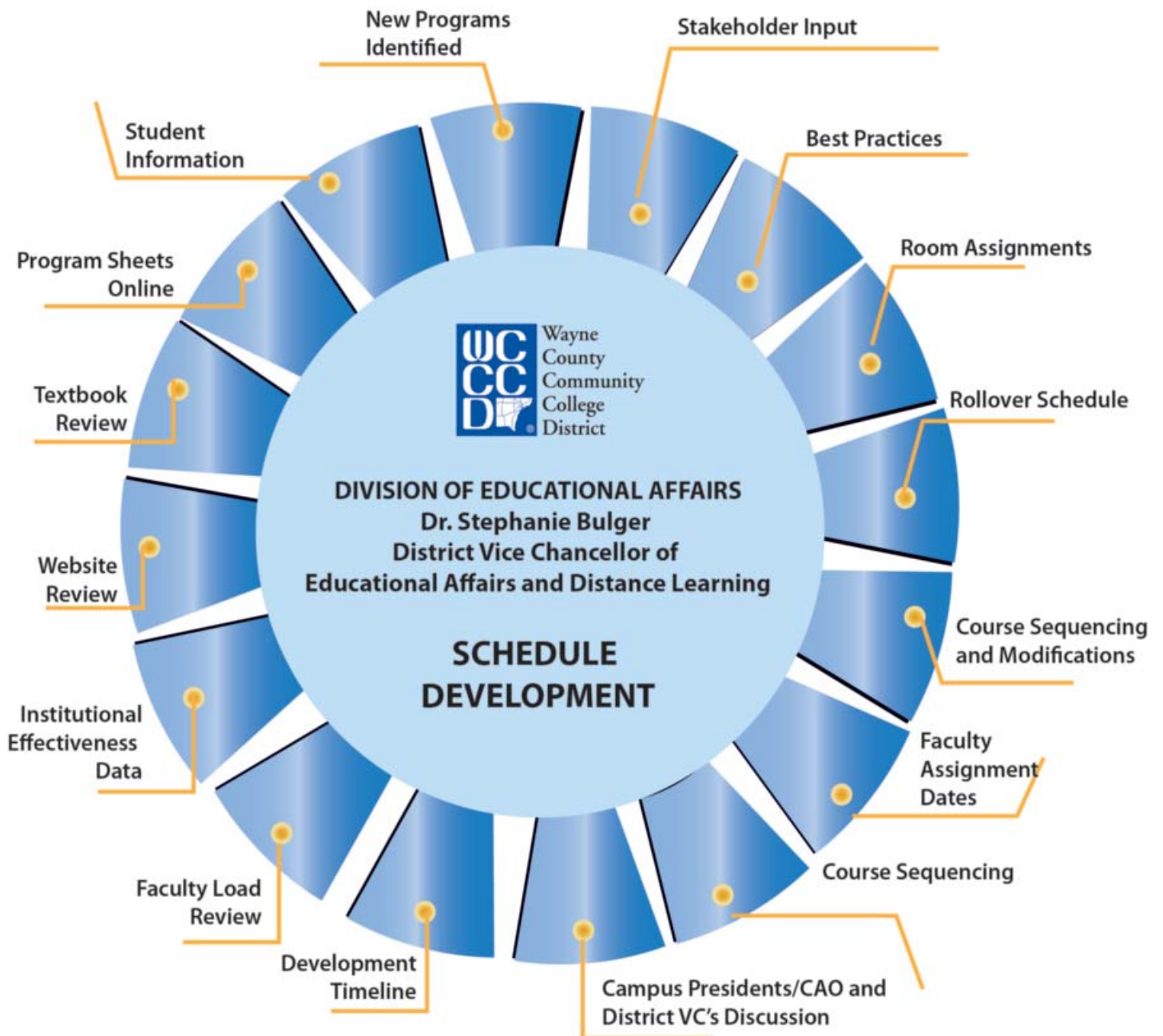




# DIVISION OF EDUCATIONAL AFFAIRS

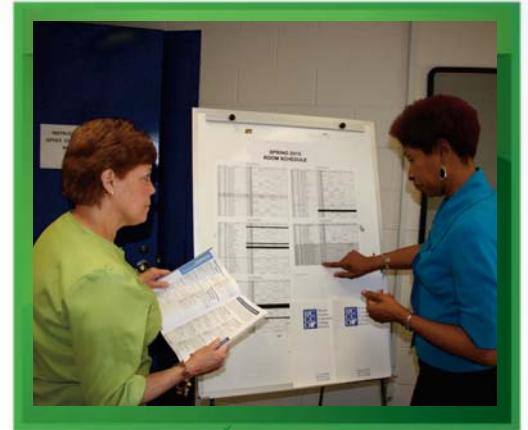


## SCHEDULE DEVELOPMENT PROCESS



# Division of Educational Affairs

Campus  
administrative  
leadership  
discusses  
instructional  
delivery strategies







BRING THE WORLD HOME

The Institute of International Education has conducted an annual census of international students in the U.S. since its founding in 1919. Known as the Open Doors Report since 1954, and supported by the Bureau of Educational and Cultural Affairs at the U.S. Department of State since 1972 the report provides detailed data on student flows into and out of the U.S.

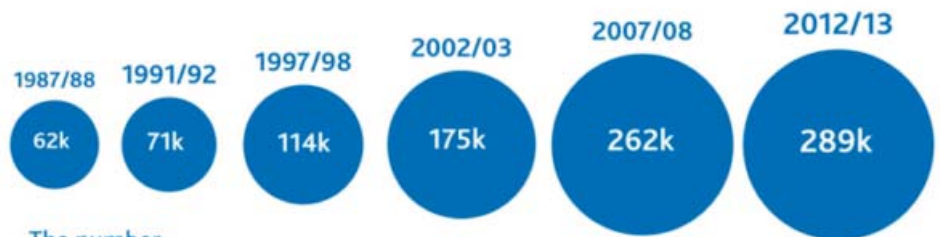
Visit [www.iie.org/opendoors](http://www.iie.org/opendoors) for a full report.

## Study Abroad Trip to Switzerland Updates

Number of students who participated in the Scholarship Work Assignment Program: **28**

Number of scholarship work assignment hours completed: **1,168**

Last orientations: Next week  
Flight itinerary: Complete  
Hotel information: Complete  
Day-to-day itinerary: In progress



The number

of U.S. students studying abroad grew by **2%** over the prior year

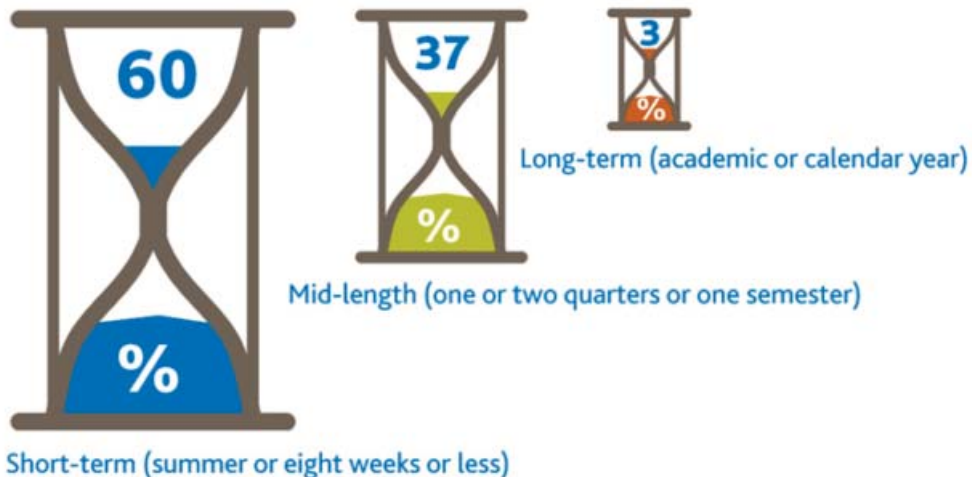
and now is at a record high.

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[www.iie.org/opendoors](http://www.iie.org/opendoors)

INSTITUTE OF  
INTERNATIONAL  
EDUCATION

In 2012/13

## Duration of Study Abroad



# PROFESSIONAL DEVELOPMENT

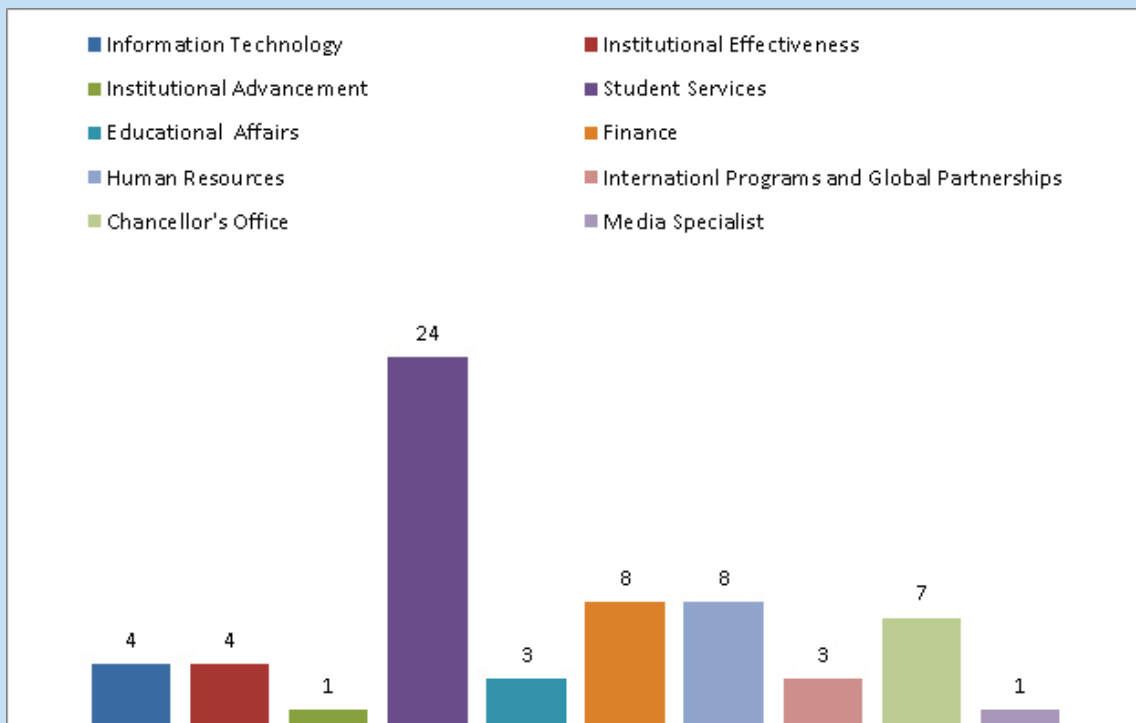


The Center for Distance Learning hosted a professional development webinar for WCCCD staff. The webinar “The Debate on Free Tuition at Community Colleges” was sponsored through Inside Higher Education.



The project managers in the Office of the Chancellor held a working session to evaluate our current website. Content and dated materials were reviewed and discussed for several divisions. The team made several suggestions to create fresh new links and images.

**Participants by Department January through March 2015**





# Professional Development Continued...



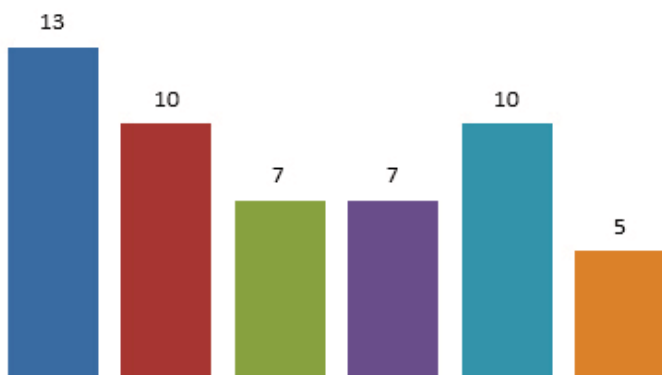
Empowering End Users with Everyday Use of Software Applications

The Division of Information Technology is pleased to announce the completion of our seventh SAES Professional Development session featuring BANNER 8.0.



- \* Cecile Taylor attended the Romulus Chamber of Commerce Luncheon featuring Director J. Settles, City of Romulus Public Safety.
- \* The Instructional Office staff of the Western Campus participated in a workshop facilitated by Yvette McElroy to review the procedures for student faculty complaints and concerns.
- \* Oluwatosin Balogun attended the Michigan Association of International Educators conference. The conference featured international educators from more than 40 schools in the state.
- \* Dr. Sandra Robinson attended the grand opening of the Multi Media Digital Production Lab at the Harper Woods High School.
- \* Staff from the Downriver and Western campuses attended the Southern Wayne County Regional Chamber Legislative Forum. The guest speaker was U.S. Senator, State of Michigan Debbie Stabenow.

■ DT ■ DR ■ EASTERN ■ WESTERN ■ NORTHWEST ■ UC/DL



Participants by Campus from January to March 2015



# Building Blocks for Development Skills Growth

**professional  
development**

**Fidelis Teresa D’Cunha Ph.D.**  
District Provost, Professional Development

Thursday, March 26, 2015, 12:00 pm – 2:00 pm  
**INTRO TO THE WORLD OF  
PROGRAMMING & CODING**  
District Office, Room 112

Thursday, April 2, 2015, 11:30 am – 1:00 pm  
Board of Trustees Conference Room  
**SEXUAL HARASSMENT TRAINING**  
Presenter: Sue Ellen Eisenberg

Friday, April 10, 2015  
Downtown Campus  
**WEB-ENHANCED CLASSES**

Thursday, April 16, 2015, 12:00 noon – 2:00 pm  
**GOVERNMENT RELATIONS**  
Presenter: Dr. Frank J. Calzonetti

Tuesday, April 21, 2015, 11:30 am – 1:00 pm  
Board of Trustees Conference Room  
**GENEALOGY: SEARCHING FOR ANCESTORS**  
Presenter: Carolyn Carter  
Thursday, April 30, 2015, 12:00 pm - 2:00 pm  
**INTRO INTO MICROSOFT VISIO 2010**

May 2015  
**COMMUNICATION: MAKING YOUR  
SOFT SKILLS SHINE**  
Presenter: Renee Walker

May 2015  
**ESSENTIAL SKILLS OF DYNAMIC  
PUBLIC SPEAKING**

Thursday, May 7, 2015, 12 pm to 2.00 pm  
**MICROSOFT PUBLISHER**

Thursday, May 14, 2015, 12 pm to 2.00 pm  
**MICROSOFT ACCESS 2010**

June 2015  
**BANKING AND TECHNOLOGY**

June 2015  
**BIG DATA, SMALL DATA, IT’S ALL ABOUT THE DATA:  
TOOLS FOR USING DATA FOR DECISION-MAKING**

July 2015  
**TECHNOLOGY IN HIGHER EDUCATION**  
Presenter: Dr. John O’Brien, CEO EDUCAUSE

July 2015  
**ALUMNI RELATIONS**  
Presenter: Jim Collins, President, Loras College

\* Workshop presenters and dates are subject to change.





# Blast from our past!



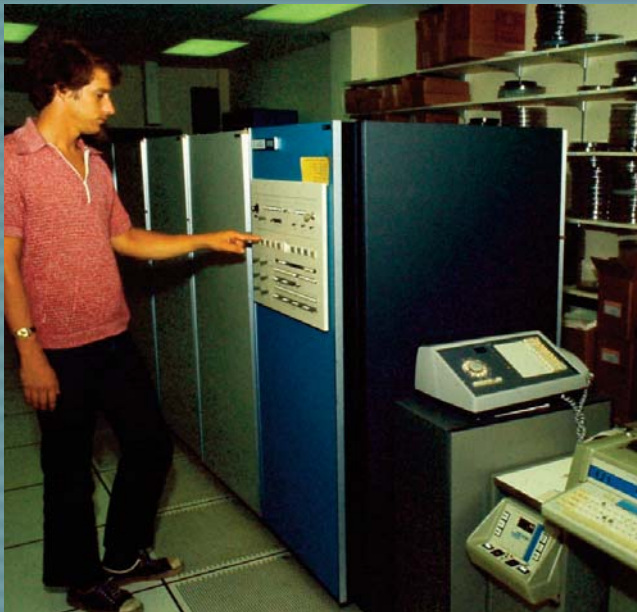
WCCCD student



WCCCD faculty and student



WCCCD machines



WCCCD staff



Office staff working