

Chancellor's Weekend Memo



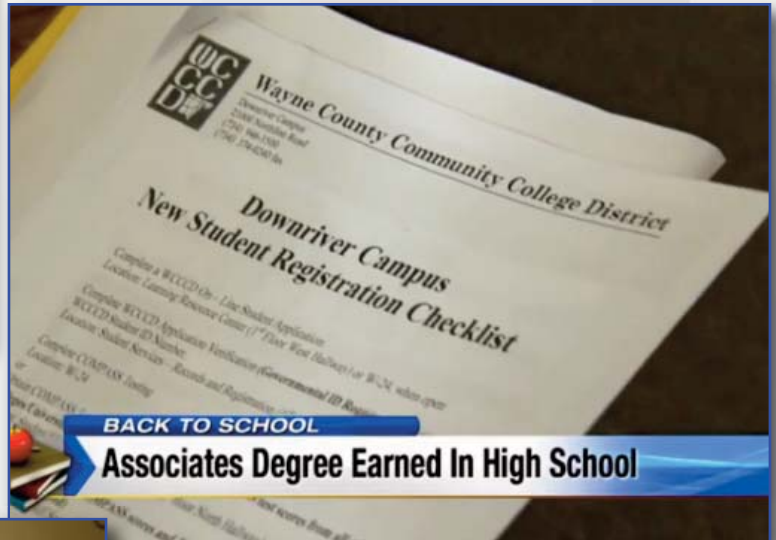
September 11, 2015 Number 1002

WCCCD Dual Enrollment Program Featured on WDIV

WDIV Channel 4 featured Lincoln Park High School freshman Justin Schlehuber who is enrolled in WCCCD's Dual Enrollment Program.



BACK TO SCHOOL
Justin Schlehuber
Freshman



BACK TO SCHOOL
Associates Degree Earned In High School



BACK TO SCHOOL
Associates Degree Earned In High School



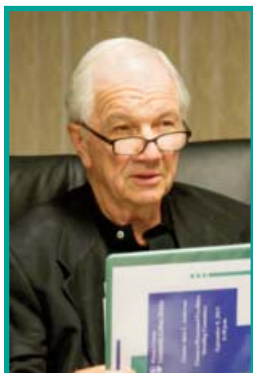
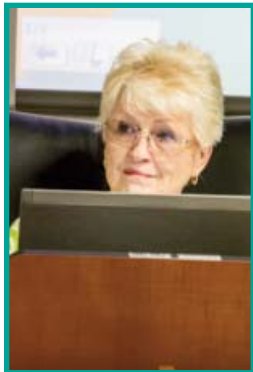


27th Annual Convention of Ricks Institute

I had the privilege of addressing the 27th Annual Convention of Ricks Institute located in Virginia, Liberia. The Institute was founded in 1887 and has been in the forefront of learning, teaching and serving the people of Liberia.



Board of Trustees Meeting-September 9, 2015





HAPPY BIRTHDAY!



Mrs. Ola Ivery

Wayne County Community College District's First Lady!





Recruitment and Outreach



The Division of Student Services assisted students from Considine Community Center on their first day of class. The Division also visited multiple high schools to express the importance of continuing their education and at Mack Alive's 24th Annual Parade and Rally entitled "We are Unity in the Community." Representatives answered questions about post-secondary educational opportunities, programs and certificates, and they accepted applications.



Trio Student Support Services presents Transfer Thursdays. The TRIO Program will host colleges and universities from across the state on the third Thursday of each month. Students will have the opportunity to learn about each institution, scholarship opportunities and arrange a tour.

Access Support Services

The goal of the Disability Support Services is to:

1. Provide appropriate and reasonable accommodations and support services
2. Provide referrals, information and resources to the students to improve their academic and employability success
3. Encourage and assist students with disabilities to become more independent
4. Increase faculty understanding of the need of students with disabilities
5. Work as advocates for students





HEALTH SCIENCES INSTITUTE

HEALTH SCIENCE CENTER

Anthony Arminiak, Downriver Campus President, has been given oversight for both the District's Health Science Center and Health Science Institute.

Positioning of the health science programs and initiatives is an important step towards providing exceptional service to our students, staff, and community.

Health Science Programs



Application Developer Certificate
 Network Administrator Certificate
 Computer Information Systems AAS
 Office Information Systems: Office Specialist Cer



Dr. Leticia Uduma has been given oversight of the Information Technology (IT) Institute at the Northwest Campus. Through the Institute, the District has seen a significant increase in the numbers of students taking Computer Information Systems classes. The new structure of IT disciplines and the ability of students to quickly obtain certifications and build portfolios is helping to meet the talent demands of the fast growing IT industry in southeast Michigan.



Computer Information Systems



Computer Support Specialist



Database Administrator



Business Analytics



Website Developer



Video Game Design and Animation

Network Administrator

Meeting with Wayne County Executive Warren Evans to discuss partnership opportunities



Dual Enrollment Program Opportunities

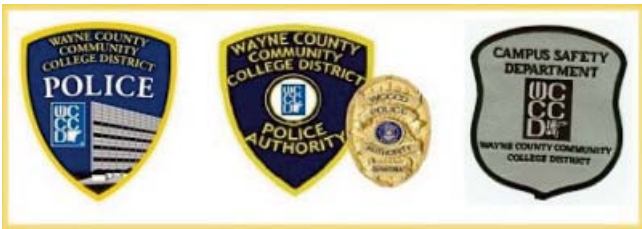
The CEO and superintendent of University Preparatory Schools visited us this week to discuss a new dual enrollment partnership. This meeting came directly after the District was featured on WDIV for its innovative dual enrollment programs. The Dual Enrollment Program continues to give opportunities to students from communities across the county.



The District is Going “Pink” With Mammography and Health Screening

A District-wide planning committee is making preparations to provide health screening services for members of our District faculty, staff and external communities. Look for the pink mammography van and other specialty information services on each campus.





District Police Authority

The District Police Authority Department offers our heartfelt condolences to the family of Trooper Chad Wolf and to his other family, the Michigan State Police Department. Trooper Wolf was a regular representative of the Michigan State Police at the District's Reading Carnivals and Summer Safety Fairs.



Members of the District Police Authority participated in Mental Health Awareness and Problem Solving Techniques for Law Enforcement training.

The District Police Authority updated their bulletin board at the Downriver Campus to reflect their dedication to student safety.



Division of Administration and Finance



National Payroll Week

ADP and The American Payroll Association (APA) are proud to celebrate the 20th consecutive year as the sole Diamond Sponsor of National Payroll Week (NPW). Together through payroll withholding, they contribute, collect and report \$2.08 trillion-68% of the U.S. Treasury's annual revenue. Some of WCCCD's membership benefits include:

- Free e-books and webinars
- Compliance updates via monthly newsletter
- Payroll education and training
- Payroll Certification: Hinal Patel is currently working on attaining certification in APA, Fundamental Payroll
- Monthly Payroll Magazine

Best Practices

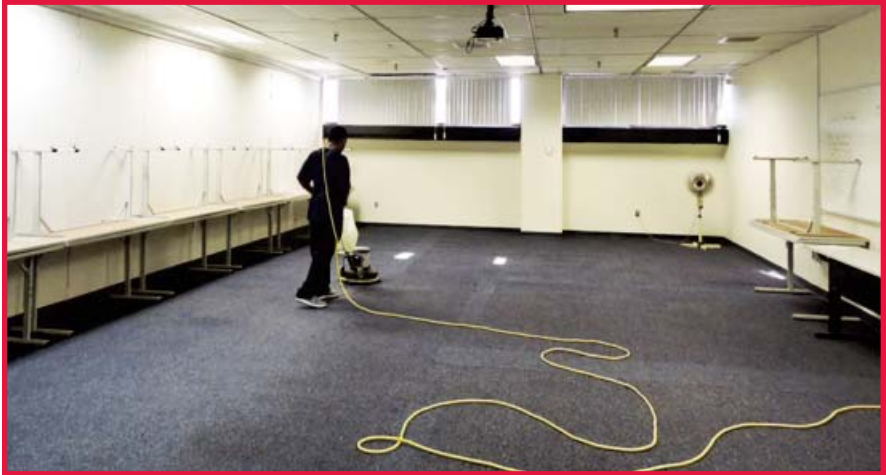
The Division of Administration and Finance continuously updates its policies and procedures to stay current with industry standards. Reviewing best practices of comparable institutions helps strengthen our internal procedures. Travel approval and reimbursement of personal expenses are just a couple of ongoing processes we review for improvement.

**Timeframes are approximate and assumes forms are completed properly with all required documentation and signatures included.*

Form Name	Purpose of Form	Turnaround Time*
Request for Prior Approval for Travel	Approval to travel for District related business	Two weeks from date received
Professional Development Travel Expense Report	Request for reimbursement of eligible out-of-pocket expenses incurred while traveling	Two weeks from date received
Miscellaneous Expense Report	Request for reimbursement of approved miscellaneous out-of-pocket expenses	Two weeks from date received

Administration and Finance

Deferred Maintenance



Administration and Finance

Deferred Maintenance



Division of Human Resources



Human Resources Compliance

Make sure your family is covered!

As part of our ongoing effort to provide excellent benefits to all WCCCD employees, we are adopting a common practice of periodic dependent spouse eligibility verification. Dependent verification allows us to provide benefits to only those dependents of employees who we are legally permitted to cover under federal law. It also eliminates ineligible dependent expenses in our benefits, helping to control costs for the employees and family members that are eligible.



To make this process as easy as possible, we have enlisted the assistance of a professional dependent verification firm, that will collect documentation on all of the spousal dependents in WCCCD benefit plans, and I will be the primary source of information regarding the verification process.

This is a required process in order to maintain dependent spouses medical, dental and vision coverage. The verification process will take place during the month of October and we expect to finalize all verification before our open enrollment in November.

Dependent Eligibility Review





The Office of Accountability and Transparency is structured under the Division of Human Resources to continuously provide statistical analytics for the District to engage in data-driven decisions.

Office of Accountability and Transparency

Continuous Quality Improvement Audit Center



WCCCD's Office of Accountability and Transparency is continuously reviewing internal controls, conducting best practice and environmental scans, generating divisional reports as a measure to assure compliance with District, state and federal policies.

The Continuous Quality Improvement Audit Team (CQI- AT) consists of members from the following divisions and has collectively reviewed more than 352 audits:

- Human Resources
- Finance and Administration
- Institutional Effectiveness
- Information Technology
- Student Services and Financial Aid
- Educational Affairs



The following is a subset of a comprehensive list of internal protocols the CQI-AT is currently reviewing:

1. Dependent Audit
2. Asset Inventory Reconciliation
3. HR and Payroll Interface
4. I-9 Audit
5. Information Technology Security
6. Employee Assignment Review
7. Procurement Audit
8. Benefits Reconciliation
9. Segregation of Duties
10. Instructional Supplies Audit
11. Time and Leave Audit
12. Tuition Waiver Compliance

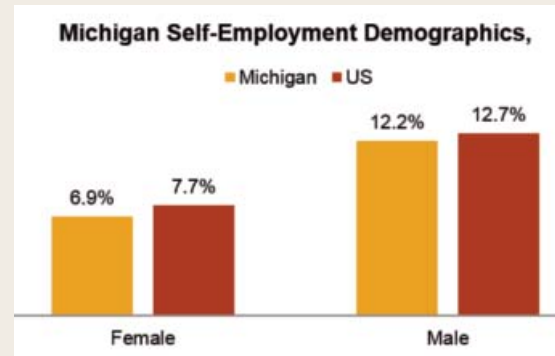
What's Trending?

The Division of Institutional Effectiveness conducts research and trend information to better understand how the District compares to what's trending at the state level.

□ Just 20% of the state's small businesses act as job creators, however they employ 1.7 million workers.

□ The three industries with the most small business employment are health care, manufacturing, and food services.

Half of small businesses in Michigan are male owned, 13% are minority owned



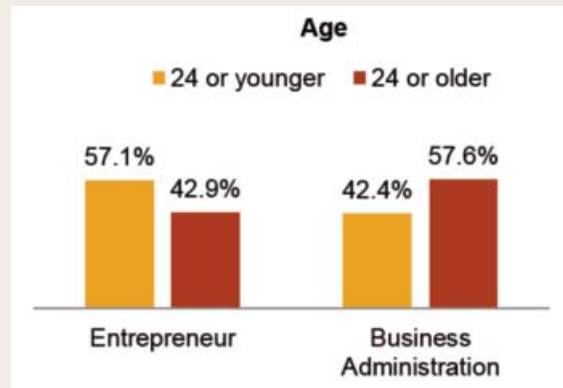
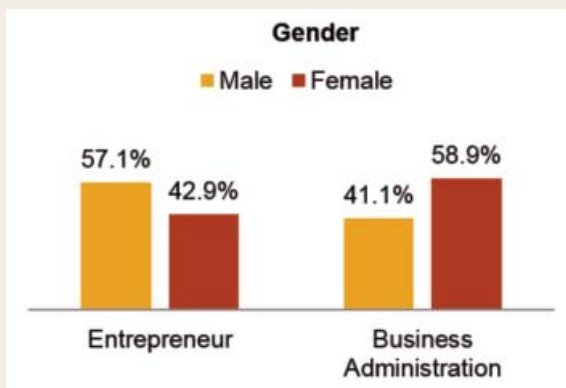
Source: <https://www.sba.gov/sites/default/files/files/Michigan13.pdf>

Demographics of WCCCD Business Administration and Entrepreneur Students

Average age of Entrepreneur students- 27

Average age of Business Administration students- 30

WCCCD Business and Entrepreneur Student Demographics

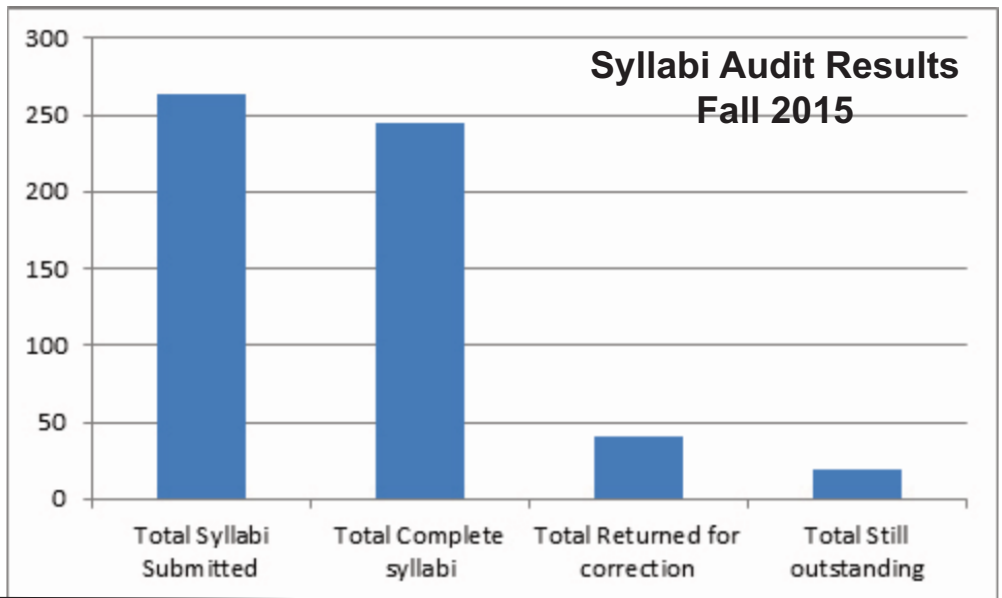


Division of Educational Affairs

Center for Learning Technology



WCCCD's online offerings use the same curriculum as our face-to-face courses. Through continuous quality improvement efforts, each syllabus for online classes is reviewed to ensure that the standards set by the Division of Educational Affairs have been met. The course syllabi is an important tool used to ensure students are informed and knowledgeable of the overall course delivery, logistics, instructor expectations, instructional objectives, expected student outcomes and course competencies. We are currently reviewing all syllabi for compliance with the Division standards.



Flex-entry courses start tomorrow!

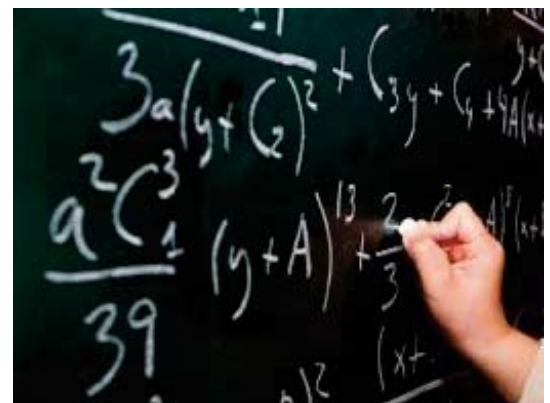
Online Flex-entry courses begin and end on dates which are different from the regular semester.

**Destination
Registration**

**REGISTER
FOR FLEX II TODAY!**

Mathematic Faculty Computer Resource Training

Professor Lillian Jenkins hosted a training session for faculty members teaching computer-based mathematic courses. Faculty members were given information on how to set up, facilitate and manage the computer-based program.



Building Infrastructure Leading to Diversity

REBUILDetroit

Wayne County Community College District Marygrove College*
University of Detroit Mercy Wayne State University*



Our first cohort of Build Scholars began this Fall semester. A biology and research methods course specially designed to introduce the students to research have been incorporated into the schedule.



This week:

- * Students met their faculty mentor
- * Build Scholars learn what it takes to be a researcher
- * Students launched its the first week in SEA PHAGE reseach



WEEKLY UPDATE

VoIP Expansion

Happening Now

As part of expanding the VoIP technology and features, the Division of Information Technology (IT) is looking at Cisco's Call Center Express for the Financial Aid Help Desk and VistaPoint operator console software for the call center.

BENEFITS

- Increased call management efficiency
- Enhanced tools for quality management
- Better managed call queues with visibility into the number of callers waiting
- Improved average wait time
- Better time management with the ability to answer and transfer calls directly from the computer
- Ability to automatically collect information about the call and populate a report



In addition to ongoing training, we are now preparing for the next phase of VoIP deployment which is the implementation of automated menu options for the phone system in January 2016. In preparation of this critical initiative, a Communication Matrix Taskforce has been formed and charged with coordinating the transition flow for this next phase. Members of the taskforce will be working closely with the vice chancellors and campus presidents to receive input from their respective divisions and identify areas of priority.

Look Ahead

Next week, IT will provide a demonstration of the new software to the executive team and discuss which features to deploy and establish a rollout schedule. VoIP offers a significant numbers of enhanced features, the key is aligning the features we plan to adopt to our operating model and goals.

Workforce Development

Building Institutional Capacity Through Professional Development

The Predominately Black Institute (PBI) Grant supported professional development opportunities to increase institutional capacity with Grant Management and Grant Compliance workshops.

The workshops provided participants with the knowledge of compliance best practices, how to access compliance updates and strategies relevant to new guidance for federal grants. The responsibilities and expectations necessary to ensure grantee adheres to federal regulations during the funding cycle was examined. Grant managers District-wide was represented including Workforce Development, Student Service and Educational Affairs.



Workforce Development

Workforce Development 100% Job Placement – Keeping Busses on the Road

WCCCD Workforce Development in collaboration with Detroit Department of Transportation (DDOT) and Detroit Employment Solution Corporation provided a 16-week Diesel Mechanic Training Program that addressed the shortage of qualified diesel mechanics in Metro-Detroit due to an increased number of retirements. Completers earned WCCCD college credits, State of Michigan certifications, and were hired by DDOT as a full-time diesel mechanics. DDOT is excited about the new highly qualified mechanics who are keeping busses operational and on the road.



The School of Continuing Education and Workforce Development

Downriver Campus



The Guidance Center 2015 Pre-Service Head Start



Program Objective: This two day in-service for Head Start Instructors covered topics such as time and work load management, child maltreatment, resolving conflicts and professional boundaries, challenging behaviors and positive guidance, developmentally appropriate practices, as well as daily routines in early head start.

**Total Continuing
Education Participation: 320**

Wayne County Homeland Security Local Emergency Planning Committee Workshop

Program Objective: The purpose of this workshop was to set policies for hazardous materials within the county region.

Total Continuing Education Participation: 13

U.S. Coast Guard Auxiliary, Division 18 – Monthly Workshop

Program Objective: The U.S. Coast Guard Auxiliary held their monthly workshop. General information was shared from the national and district levels.

Total Continuing Education Participation: 21

Region 2 South – Monthly Advisory Committee Workshop

Program Objective: The Region 2 South Advisory Committee held a workshop for Region 2 South facilities to receive updates from the subcommittees. Included in this workshop was an educational lecture related to the goals and objectives of the committee.

Total Continuing Education Participation: 41

HealthLink Coaching Emergency Vehicle Operations

Program Objective: Healthlink Medical Transportation held their Coaching the Emergency Vehicle Operator course. The purpose of this training was to facilitate the student's knowledge of the laws involving the operation of an emergency vehicle, with practical hands on opportunities to evaluate each student's driving abilities.

Total Continuing Education Participation: 19

The School of Continuing Education and Workforce Development



Western Campus



Paws with a Cause

Program Objective: This on-going workshop pairs current and potential “foster” families with service dogs in training. The foster families are part of the training process that prepares dogs to become service dogs for people with many different disabilities and challenges.

Total Continuing Education Participation: 22

Belleville Cougars Parent Workshop and Board Meeting

Program Objective: In this workshop parents interacted with coaches and board members to learn about rules and regulations of football, as well as tips to keep athletes healthy and promote sportsmanship.

Total Continuing Education Participation: 28





Multi-Campus District



On the Move...

Anthony Arminiak attended the Taylor Rotary meeting in which State of Michigan Senator Hoon-Yong Hoopgood was the guest speaker.



Southern Wayne County Regional Chamber Connections Meeting

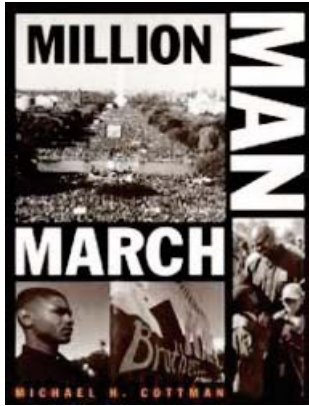
The Downriver Campus hosted the Southern Wayne County Regional Chamber's Human Resources Roundtable. The roundtable is a structured, industry-exclusive human resources networking group that can be an important part of a strategic marketing plan.

Federal Work Study Luncheon For New Students





Multi-Campus District



Community Engagement

In preparation for the 20th Anniversary of the Million Man March, members of the Muhammad Mosque met at the Northwest Campus to host a screening of a documentary about the march and held a discussion afterwards.



Great Job!

Kudos to Dr. Abby Freeman, Provost of Health Sciences, as she is diligently working long hours on the dental programs accreditation, and still finds time to use her expertise in coordinating, supervising and executing renovations in the Health Science Building. Recently the Virtual Hospital was completed, and she is currently leading efforts to redesign the Health Science lobby to be more student friendly and the dental lab area to be more welcoming to patients.



Dual Enrollment Harper Woods High School






Orlando Wilkins joined a select group of men to welcome new and returning Harper Woods High School students on their first day of class. The group consisted of men from the high school, community organizations and business partners who encouraged the students to excel in their educational endeavors.



Multi-Campus District



Welcome Dual Enrollment Students!

Mike Dotson, Frank Dunbar and Corrie Payne went to John Glenn, Wayne Memorial and Redford Union High schools to be available for faculty on the first day of dual enrollment classes.

Faculty Drive-Through Program

Corrie Payne welcomed faculty back to the campus for the start of the Fall semester through the “Faculty Drive-Through” program. During this week, faculty were able to stop into the instruction office for refreshments and have a chance to talk with administrators, student services advisors or campus safety representatives.

International Programs and Global Partnerships

WCCCD provides an environment that helps international students with cultural adjustments to a new culture. Students are helped with becoming familiar with WCCCD campus resources. They are invited to get involved with other international students and are provided help with writing papers and tutoring. They are given a solid sense of belonging and confidence in their new environment and foreign experience.

The International Programs Office is meeting with Bengali community leaders to address the educational needs and committed to establishing sustainable links with higher educational institutions in Bangladesh.



Pictured are some of our Bangladesh students at the Downtown Campus.



Legislative Sessions Resume

Both the House of Representatives and Senate resumed committee meetings and floor action this week. Things remain relatively quiet in Lansing as leaders are still giving a large proportion of their attention to road funding.

Tuition Restraint Report

The Senate Fiscal Agency has released a report on the five-year history of tuition restraint for Michigan's public universities. As limited growth in state revenue and competing demands for state services and infrastructure continue to have an impact on higher education, economic realities will force universities to decide between tuition restraint incentives and the potential of receiving larger sums from tuition/fee increases, the Senate Fiscal Agency concluded.

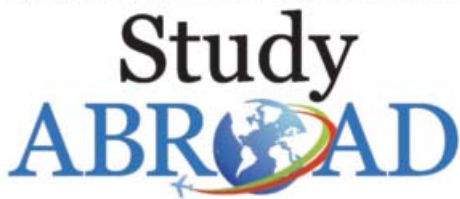


College Promise Campaign

President Obama was in Michigan speaking about the College Promise Campaign with the campaign's honorary chair, Dr. Jill Biden. The President emphasized the value and impact of a free community college education for all responsible students.



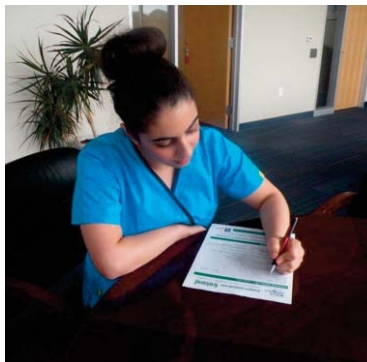
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT



BRING THE WORLD HOME

Students are completing their applications for the Study Abroad trip to Dublin, Ireland

Departure Date: November 28, 2015



Website Committee



The Website Committee chaired by Unbreen Amir, continues to move forward with providing effective management of accurate, timely and effective information on the District's website. The committee is convening on a weekly basis to review and approve website update requests and evaluating page content to ensure information is current. Accomplishments include:

- Developing a process to review update requests and post events
- Making the District News and Hot Topics as a link which now takes visitors the Current News – Press Releases/Articles Section
- Adding recent press releases and articles about WCCCD in the News
- Adding the correct logos for the Michigan Institute for Public Safety Education and the Heinz C. Prechter Educational and Performing Arts Center to the Downriver Campus
- Adding the correct logo for the Mary Ellen Stempfle University Center on its page.



Blast from our past!

Historic WCCCD Information

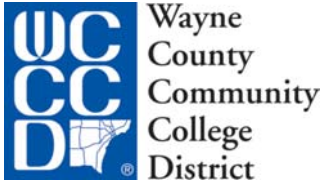
When was pathways to the future instituted by Dr. Curtis L. Ivery? **2004**

When was the "D" added to the college name? **2000**

When did WCCCD receive high grades from Perkins Act? **2002**



Chancellor's Weekend Memo



Wayne
County
Community
College
District

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Mission

WCCCD's mission is to empower individuals, businesses and communities to achieve their goals through excellent and accessible services, culturally diverse experiences and globally competitive higher education and career advancement programs.

Vision Statement

Wayne County Community College District will be recognized as an institution that has achieved national and international recognition for enduring excellence as a comprehensive multi-campus community college district. WCCCD will focus on continuous self-evaluation and improvement; preparation of a highly skilled workforce in support of the Wayne County economy; student academic and career success, and leadership in strengthening the open door philosophy of educational opportunity.

SEVEN LOCATIONS • ONE COLLEGE DISTRICT



DOWNRIVER CAMPUS



DOWNTOWN CAMPUS



EASTERN CAMPUS



NORTHWEST CAMPUS



WESTERN CAMPUS

MARY ELLEN STEMPPLE
UNIVERSITY CENTER



MARY ELLEN STEMPPLE
UNIVERSITY CENTER
CENTER FOR DISTANCE LEARNING



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