24th Annual Trumpet Awards Honoree
Dr. Curtis L. Ivery
Chancellor, Wayne County Community College District

Dr. Curtis L. Ivery and Mrs. Ola Ivery

Board of Trustees Meeting- January 27, 2016

Carl D. Perkins State On-site Visit
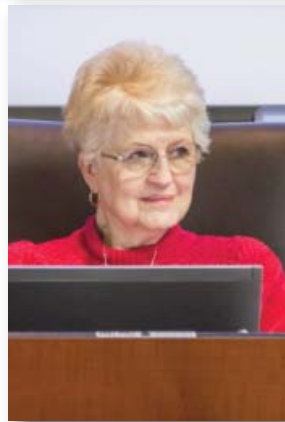
Carl D. Perkins
Vocational and Technical Education Act of 2006

CTE — Career and Technical Education — Invest in your future

No findings! No recommendations!

WCCCD successfully completed its State of Michigan Perkins on-site visit to examine our compliance of the federal grant, led by Shawna Forbes. The State's review team focused on:

- Finance
- Student Success
- Special Populations
- Grant Management
- Human Resources
- Board Policy and Procedures

> Special thanks to the vice chancellors and the Continuing Education and Workforce Development staff for their support. Great job!

During the closing session, the team noted several best practices:

- District-wide Conference Day - College-wide Professional Development
- Weekend Memo – Communication tool for internal and external constituencies
- Grant Management Tool – Grant compliance and overall management

Legislative Corner

Michigan Community College Association Lansing Legislative Summit

Presidents, trustees, senior administrators, and students from across Michigan attended Advocacy Day in Lansing. Staff members from WCCCD included Edgar Vann, CharMaine Hines, Yvette McElroy-Anderson, Dr. Fidelis D'Cunha, Dr. Sherry Zylka and Susan Wiley.

Did You Know?

25,384
transferred

The number of students who transferred from a community college last year.

28
colleges

There are 28 Michigan community colleges serving more than 400,000 students state-wide, annually.

7%
growth

The average annual growth in online enrollment since 2010.

Creating Partnerships
with the Charles H.
Wright Museum of
African American History

Crisis Management Response Structure

From various natural disasters to man-made crises, emergencies occur every day and planning ahead can minimize the risks to faculty, students and staff at the District. The District conducts Crisis Management workshops, has an Emergency Reaction Plan, an Information Technology Crisis Plan and reviews emergency preparedness guidelines.

Currently, the District is augmenting its District-wide Crisis Management Response Structure Plan including:
• to develop and maintain awareness of the crisis or emergency situation for District executives and critical decision makers
• to coordinate support and assistance for crisis and emergency responders

International Programs
and Global Partnerships

Last week we reported a surge in the number of students from Saudi Arabia but the question this week among international educators is whether or not the fall in oil prices will affect future mobility of these students. The Middle East's largest student recruitment event - The International Exhibition and Conference on Higher Education was just cancelled dashing the hopes of thousands of prospective students searching for government funded opportunities in a higher education.

District Police Authority

Dispatch Training

District Police Authority dispatchers are training on the 800 MHz radio system. This system will allow two-way communication between the District's Police Authority, Detroit Police Department, Wayne County Sheriff's Department and other local police agencies that service the District's colleges.

District Police Authority Collecting Bottled Water

District Police Authority staff members are collecting cases of bottled water to deliver to police and fire personnel in Flint, Michigan.

Division of Administration
and Finance

Preparing for Tax Season!

✳ The General Accounting Department is preparing for its 1098T processing. Tuition payment statements (1098Ts) are the information that colleges and universities are required to issue for the purpose of determining a student's eligibility for educational tax credits. The Office of the Bursar will be mailing 1098T forms to eligible students by January 31, 2016.

✳ The Divisioin of Administration and Finance is finalizing reporting and reconciliation of vendor payments for the preparation of Miscellaneous 1099 tax forms. The Fiscal Accountability Operations Center and the Procurement Department align to complete the year-end task by reviewing payments and corresponding vendor data. Issuance of Miscellaneous 1099 reporting is due January 31, 2016.

Frequently Asked
W-2 Questions

Why is my taxable income different from my Social Security and Medicare wages?
Box 1 reflects your taxable gross. Some deductions reduce taxable gross but do not reduce Social Security and Medicare gross.

Why is my Social Security wage different from my Medicare wage?
Social Security and Medicare wages are calculated the same; however, there is no maximum amount for Medicare wage and there is a calendar maximum for an employee's Social Security wage. Once that maximum is reached, Social Security taxes no longer apply for that calendar year. 2015's maximum is $118,500.00.

Why doesn't the amount on my W-2 match my annual salary? There are several reasons.
- *First,* your W-2 shows your earnings during a calendar year and includes any premium pay, bonuses, merits or back pay you may have earned in addition to your regular pay. Your salary may change during the year or you may not work or be paid for the entire year.
- *Second,* your W-2 shows accumulated earnings from the full pay periods that fall in the calendar year. There are usually 26 pay days in a calendar year. This accounts for 364 days of the calendar year (26 pay periods X 14 days per pay period = 364 days). In certain years there are 27 pay days in the calendar year. This occurred last in 2015.
- *Third,* your earnings may be adjusted for pre-tax programs and certain benefits such as deferred compensation and the medical spending conversion program on your W-2 and show taxable earnings instead of total gross earnings.

Deferred Maintenance

Administration and Finance

Deferred Maintenance *continued*

Health Science Center

Simulation Lab

The Health Science Center simulation lab was used for a continuing education seminar designed for preventing prenatal mortality in a pre-hospital setting. This training allowed basic EMT and paramedic students to experience pre-hospital deliveries in a safe environment. .
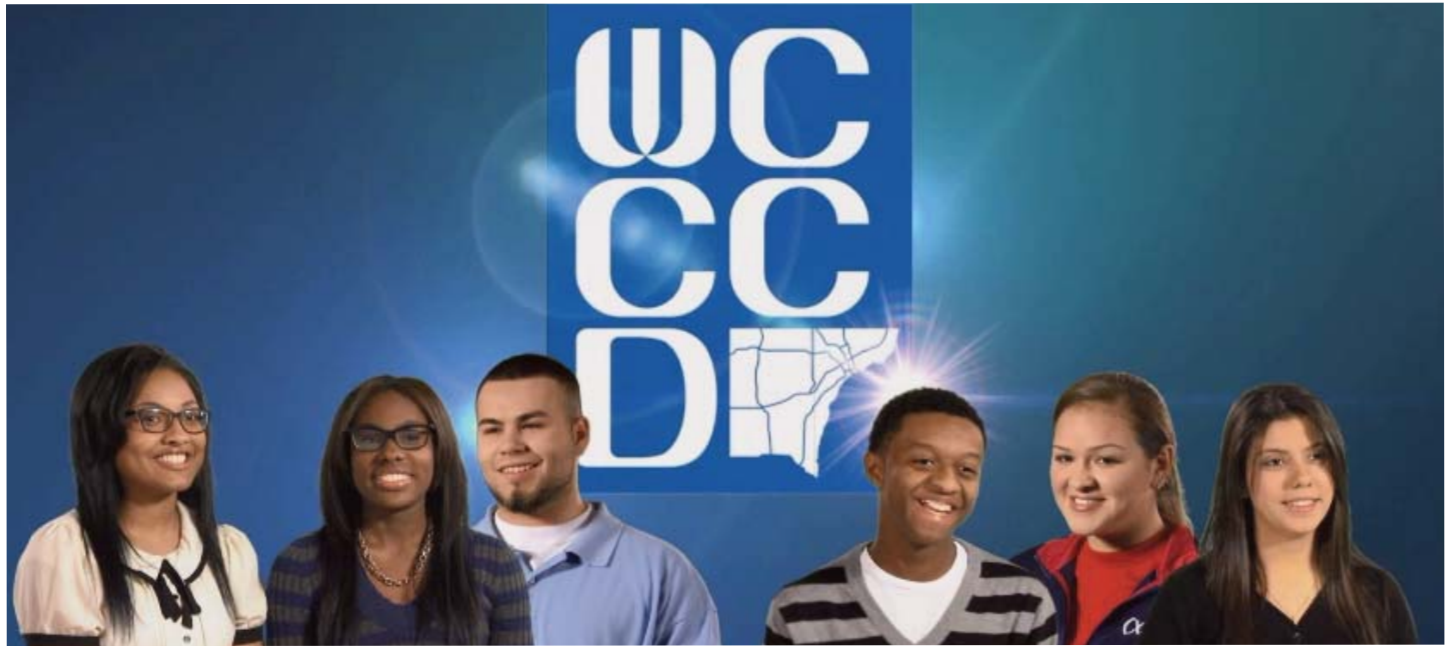
Division of Student Services

Students are Jumpstarting their College Career with Dual Enrollment

Dual enrollment is in full swing as the District's team is meeting with parents, high school administrators, and students throughout Wayne County.

Recruitment is underway for the 2016 – 2017 Student Executive Council. The Division of Student Services looks forward to highlighting the men and women who will represent the student body at their respective college locations.

Time to Begin and Renew the 2016-2017 FAFSA Applications!

Both new and returning students must submit their applications to the U.S. Department of Education for Federal Student Aid to **www.fafsa.gov** to be considered for Federal, State and School-Based Aid. Instructions are available online.
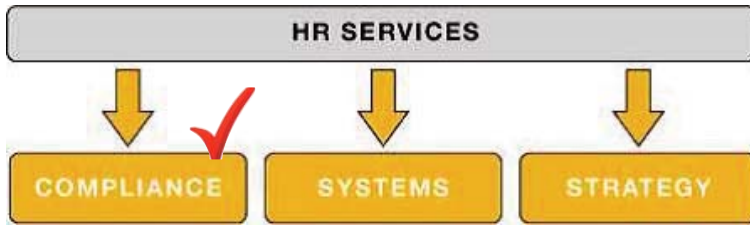
WELCOME WEEK 2016

Division of Human Resources

Human Resources Systems: Infusion of Technology

A project team made up by members of the Divisions of Human Resources, Admnistration and Finance, Educational Affairs and Information Technology along with a client-support representative from our third party vendor have begun weekly working meetings to implement a recruiting and onboarding software system that will support the full life-cycle of our hiring process at the District. The team has a completion target date of March 31, 2016 and will continue to meet until the implementation of the new system is finalized.

The Benefits of Applicant Software

- Brand portal and provides a standardized application process
- Create a searchable database
- Ensure compliance and reports
- Automate the personnel requisition process

Professional Development

As an ongoing effort to continuously provide information to our employees, the Division of Human Resources teamed up with TIAA-CREF to offer an opportunity for our employees to learn about, as well as, update their personal portfolios.

Division of
Educational Affairs

Center for Learning Technology

The Center for Learning Technology continues to review its website and links to make them more user friendly. As online enrollment continues to grow, streamlining user access and usability becomes increasingly important.

Distance Learning

At the beginning of each semester, administration at each college location, as well as distance learning, conduct syllabi audits. Administrators work with faculty to ensure that all syllabi include standard items such as course objectives, expected student outcomes, a grading scale, etc. Students should be able to use the syllabi as a guide of their faculty's expectations for the semester.

Craft Brewing Program

Dr. Ron Harkness met with students in the Craft Brewing Program at the Western College. Each student was given a Craft Brewing Program shirt in recognition of them moving forward in their certificate programs and enrolling in courses for the second semester.

Office of Accountability
and Transparency

The Continuous Quality Improvement Audit Team met this week to discuss their best practice audit findings. Data continues to be collected to enhance policies and procedures and ensure compliance and accountable measures.

Audit findings this week include:

Internal Controls over:

- Capital assets
- Payroll processing
- Maintenance of leave records
- Disaster recovery plans
- Inadequacy of sub recipient audit reports

Campus Operations
Document Retention
Continuous Quality Improvement

The Downriver and Downtown colleges are aligning their documents by division in order to meet the District's guidelines for document disposition. The review of files that are up for destruction has begun at both locations. Once the files are   approved for destruction, the District will receive a certificate of destruction that we maintain for our records.

ITTP Project Update - VoIP

The first phase of the VoIP project deployed the new phone handsets and provided end-user training using existing call procedures. The District is now preparing to roll out the first full VoIP telephone features to the colleges. The Division of Information Technology (IT) will work with each college to review, document and optimize call handling procedures. IT will document overall college call handling flows and polices. We will also document detailed phone configurations and procedures by college department. This documentation will provide leadership with a comprehensive tool to visualize and manage telephone communication and provide the best possible customer service.

The first VoIP application will be the VistaPoint Call Center Console. This application can be used by the receptionist or call center that answers the main telephone line.

VistaPoint system provides:

- ✔ Queue management
- ✔ Processing of incoming calls
- ✔ Transfers
- ✔ Automated call tracking reports

Interactive Voice Response (IVR) system provides:

- ✔ Caller self-service menus
- ✔ Ability to conduct surveys
- ✔ Ability to generate reports

Assessment of Student Learning Outcomes

The Division of Institutional Effectiveness conducts ongoing survey research to gather feedback on the types of student assessment faculty use in their classroom. Surveys were implemented at the Spring 2016 Faculty Convocation Day.

3 Steps of Assessment:
Respondents indicate whether they are doing the following things in the class room

1
Articulate your goals for student learning
Yes: 100%

2
Gather direct/indirect measures that directly evaluate students work
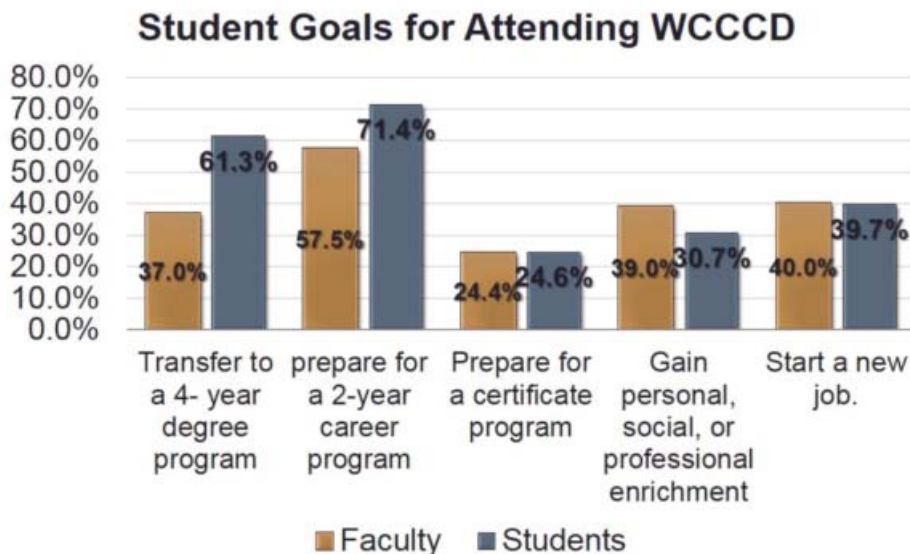**Yes: 95.7%**

3
Use student evalutations/feedback and information for improvement to "close the loop"
Yes: 89%

Top 5
Assessment Practices WCCCD Faculty are Currently Using

❖ Analysis of exam, quiz, or homework items linked to specific learning outcomes

❖ Direct observations of performances, practical exams and group work

❖ Articulate learning goals

❖ Develop assessment calendar with activities

❖ Take steps to improve student learning

What are WCCCD Student Goals?

The Division of Institutional Effectiveness conducts comparative analysis on both students and faculty. They were both asked what the students goals were for attending WCCCD. The chart below compares the responses from students and faculty.

Student Goals for Attending WCCCD

Goal	Faculty	Students
Transfer to a 4-year degree program	37.0%	61.3%
prepare for a 2-year career program	57.5%	71.4%
Prepare for a certificate program	24.4%	24.6%
Gain personal, social, or professional enrichment	39.0%	30.7%
Start a new job.	40.0%	39.7%

■ Faculty ■ Students

The School of Continuing Education

Downriver College

Mending the Safety Net Workshop

Program Objective: The Healthy Downriver Community Team is a local community collaborative initiative, the workshop presented an exciting and stimulating resource sharing event, designed to provide up-to-date information about the ever-changing resources available in the community.

Total Continuing Education Participation: 141

Wayne Metro Community Action Agency Foundations of Wealth Building Workshop

Program Objective: This was a two-day workshop that focused on understanding banking services, identity theft and saving money for the future.

Total Continuing Education Participation: 26

Wayne RESA Great Start Readiness Advisory Workshop

Program Objective: Wayne RESA is working with school districts, agencies and families to best prepare young children for success in school and in life. Participants discussed a list of research-based developmental screening tools appropriate for use across a wide range of settings.

Total Continuing Education Participation: 184

Wayne RESA Live Score Portal Workshop

Program Objective: Participants in this workshop were provided information on the SAT suite of assessment reporting features. They explored the Collage Board scoring portal and types of available reports.

Total Continuing Education Participation: 29

Wayne RESA Michigan Science Standards Workshop

Program Objective: Participants learned how to use a variety of different technologies in order to "flip" their current or future classroom. This included using a management system to create an online learning space.

Total Continuing Education Participation: 15

The School of Continuing Education

Michigan Institute for Public Safety Education

United States Border Patrol Canine Training

Program Objective: Training consisted of standard maintenance training, in conjunction with Rappel Introduction, the BORSTAR team, and Canine Team Acclimation, as well as classroom lecture on case law review and detection training.

Total Continuing Education Participation: 20

WCCCD
District Police Authority
Certification Course

Program Objective: This course provided students with comprehensive emergency training. Students learned CPR, AED, how to recognize emergencies, Good Samaritan Laws, Heimlich maneuver techniques, Blood borne and airborne diseases, and cardiovascular emergencies.

Total Continuing Education Participation: 8

United States Coast Guard Auxiliary Workshop

Program Objective: This is a monthly informational workshop to share information from the national and district levels.

Total Continuing Education Participation: 20

Awareness Training Program

Program Objective: Developed by the National Domestic Preparedness Consortium, the program brought awareness on recognition, avoidance, isolation, and notification techniques in weapons of mass destruction environment.

Total Continuing Education Participation: TBD

Multi-College District

Downriver College

On the Move...

Staff from the Downriver College attended the Southern Wayne County Regional Chamber Legislative Forum. The guest speaker was Congresswoman Debbie Dingell.

Northwest College

Rochester College Visits Students at Northwest College

Representatives from Rochester College visited the Northwest College to inform students about programs and transferability once they graduate from WCCCD.

Faculty Welcome Week

Faculty at the Northwest College were recognized for promoting student success. Activities were provided throughout the week including painting with the dean positive attendance, SMART Board, and Smarthinking seminars.

Multi-College District

Downtown College

Faculty Coffee Hour

The Downtown College hosted a coffee hour for faculty members on the services available in Language Institute. Linda Ernst, Language Institute Coordinator provided a brief training on the language and culture software as well services available to faculty and students.

Rochester College

Representatives from Rochester College assisting students with transfer and program information.

Department of Elections

The City of Detroit Department of Elections held training sessions to prepare poll workers on the processes and procedures to work polls for upcoming elections.

Toastmasters

Participants in the Toastmasters Workshop explored ways through activities 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.

Multi-College District

Eastern College

Professional Closet Donations Help Our Students Look Their Best!

The Professional Closet at the Eastern College thanks Furquan Ahmed for his generous clothing donation. Spring cleaning is coming... please remember to donate your professional clothing to this intiative!

The new 3D printers for the Product Development Prototyping Program have arrived at the Eastern College!

Western College

ART 102 Students

Students from Professor Toth's ART102 class utilized the architectural design of the Western College to use as a model for their current drawing project.
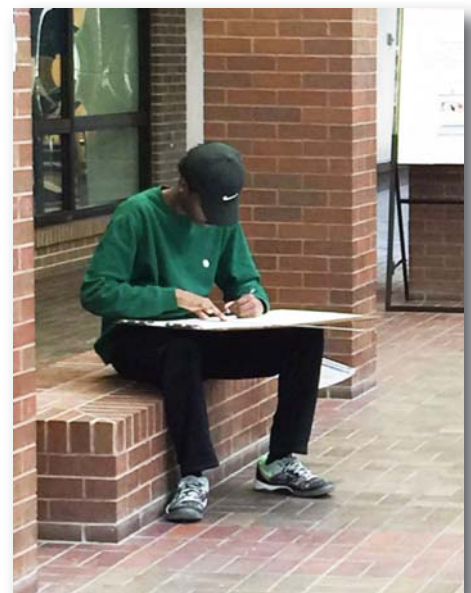
Multi-College District

University Center

Michael Poole represented the District at a panel discussion held at Wayne State University and hosted by Metro Bureau on "Making Michigan a Top Education State in 10 Years."

Dr. Ron Harkness and Dr. Sandra Robinson attended at a reception sponsored by Metro Bureau for school superintendents attending the Michigan Association of School Administrators' Midwinter Conference in Detroit.

Dr. Julie Corbett, Edgar Vann and Dr. Sandra Robinson represented the District at the Annual Membership Awards Dinner for the Grosse Pointe Chamber of Commerce.

Congratulations to Michael Poole who was elected as President of the Board of Education of the Southfield Public School District.

University Partners

Dr. Harvey Dorrah and Dr. Sandra Robinson met with Craig Boyd from Western Michigan University to discuss recruitment and marketing strategies for courses that best fit the needs of WCCCD students.

Fun Facts

Website Committee

WCCCD and the Social Media

LinkedIn
9,870 followers

f
11,435 visitors and 3,267 likes

112 Tweets
320 Following
257 Followers

Week of January 18 – 24, 2016

123,293 page views
70.3% returning visitors
29.7% new visitors
3:44 minutees average time spent on each session
Females 61.4% (18-24 year old range)
Males 38.6% (18-24 year old range)

Top Five Most Viewed Pages
Homepage – 46,313
Distance Learning – 7,975
Academic Programs – 6,551
Northwest College – 4,052
Faculty and Staff Resources – 3,890

Desktops 61.8%

Tablets 4.8%

Mobile 33.4%

Preferred Devices to Access Our Website

TOP 5

Countries That Visited Our Website

United States~Canada
Nigeria~India
Kenya

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

Study
ABR⦿AD

BRING THE WORLD HOME

57
DAYS TO GO

Spring 2016
Study Abroad Trip to
Dublin, Ireland

March 27- April 4, 2016

- **WCCCD is honored to be selected as a nominee by The Aspen Institute for their prestigious "Aspen Prize for Community College Excellence," which honors two-year institutions that have demonstrated exceptional levels of student success.**

- In 2012, Fitch Ratings upgraded WCCCD's bond rating to A+, based on its strong fiscal management.

- WCCCD was granted the highest commendation of a 10-year reaffirmation of its accreditation with no findings by the Higher Learning Commission of North Central Association of Colleges and Schools.

- With the support of the Wayne County community WCCCD passed a millage during the recent Fall 2012 elections which will allow added revenue for college and program expansion.

- Implementation of a comprehensive web-based Transparency and Accountability Initiative.

- Ranked in the top ten community colleges in awarding associate degrees and certificates to African American students.

Chancellor's
Weekend Memo
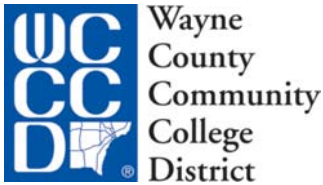
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Mission

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.