Chancellor's Weekend Memo





January 6-12, 2018

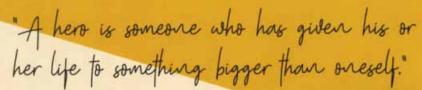
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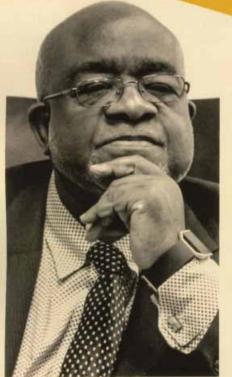


This week I had the honor of being featured in BLAC magazine's January 2018 edition.

WELCOME TO HEROES & TRAILBLAZERS

BLAC Detroit's 2018 annual calendar





at does it mean to be a hero? A parent is a hero to their child. A teacher can be a hero to her students. A minister can be a hero to his flock. But to be a hero in the eyes of the public at large? That's a tougher threshold to achieve, but one still represented in the quote

At its essence, a hero is someone whose efforts leave a positive impact on his or her community. Someone who acts not just for himself, but for the greater good. At times, a hero must demonstrate bravery and determination in the face of resistance.

Those are certainly traits shared by the 12 heroes and trailblazers featured in this 2018 annual calendar, produced with our friends at BLAC Detroit magazine. Detroit would not be Detroit without some unsung heroes who blazed a trail that we all enjoy today - from the well-known trailblazers like

music mogul Berry Gordy to lesser-known heroes like Beulah Cain Brewer, Detroit's first black school principal. We owe the people before us our gratitude and respect - and remembrance.

I hope you are inspired each month as you learn a bit more about some of these amazing people. Perhaps it will inspire you to blaze a trail of your own and be heroic in big and small ways this coming year.



Chancellor and CEO of Wayne County Community College District

Illustrations by Sydney G. James





First Board of Trustees Meeting for 2018! January 9, 2018



THE TOP 100 ASSOCIATE DEGREES CONFERED

Diverse ISSUES IN HIGHER EDUCATION | December 14, 2017

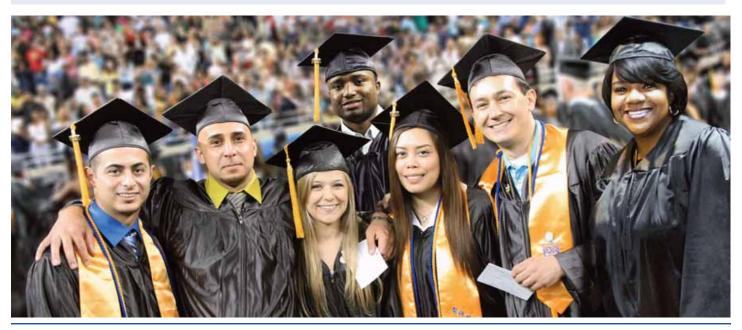
www.diverseeducation.com

Associate - All Disciplines Combined African-American

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50	Institu	State	14	ì	Preli	minary	2015-16	
L	Houston Community College	TX	1588	577	1307	1884	28%	19%
2	Broward College	FL	1669	592	1280	1872	30%	12%
3	University of Phoenix-Arizona	AZ	2778	366	1467	1833	18%	-34%
4	Miami Dade College	FL	1601	549	1081	1630	16%	2%
5	Wayne County Community College District	MI	1664	359	944	1303	68%	-22%

Associate - All Disciplines Combined

2016 Rank Institution	.0	.,	Total	Hen W	omen To	ological ological	eliging and	
Sp., luga	State	14.		Preli	minary	2015-16		
38 Wayne County Community College District								





Communication is Key! Team Meeting







Community Partnerships

Health and Wellness City
Center Meeting





In the Mail...

"Today I saw your TV commercial highlighting a retiree studying CDL for a "career" change. Very nicely done.

The commercial got me to think about my own career. In 1971, I was finishing up my three year military tour. I wrote to most southeast Michigan colleges to parallel work with schooling. The G.I. Bill would make this possible. Yet, no college welcomed me EXCEPT, you guessed it, Wayne County Community College District!

My classes were held at high school campuses as WCCCD had a few physical locations in those days. The professors inspired me, encouraged me, and taught me the basics.

Long story short, this beginning at WCCCD gave me the basis for one hell of a 40+ year career. I finished in 2013 as a successful business owner, a part-time college professor, an international business executive, one who served on numerous boards with many awards along with way.

I simply wanted to THANK YOU and WCCCD for accepting me in 1972 and giving me a chance."

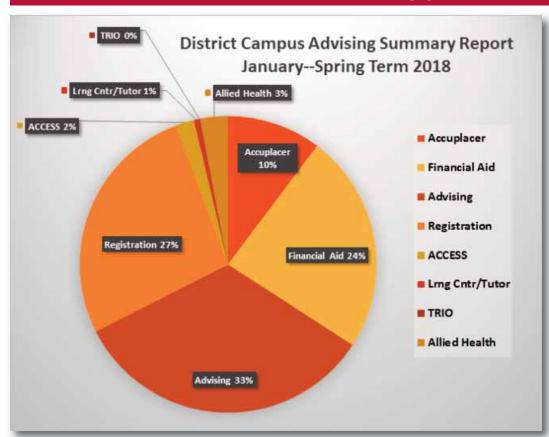
Sincerely, John A. Zarb- retired faculty member







Student Support



Each week the campuses review the data indicating the number of students who are assisted by the campus' Student Services Division.

District Command Center





The District Command Center continues to work diligently to provide students with registration, financial aid and degree works support.











Dr. Sandra Robinson and Orlando Wilkins met with Steven McGhee, Superintendent, Harper Woods School District and staff to discuss additional dual enrollment program offerings and Spring 2018 updates.

Student Success Center WAYNE COUNTY COMMUNITY COLLEGE DISTRICT The limited limited case a constitution providing an electric on the same and engages also and was been assured to provide and on the constitution of the same provided of the

Student Support Services



All students in the Trio SSS Program are enrolled in post-secondary education and meet at least one of these eligibility criteria (low-income status, first-generation status, or disability status), and exhibit academic need.

The goal of Trio SSS Program is to increase the postsecondary persistence and graduation rates of low-income students, first-generation college students (i.e., students whose parents have not received a bachelor's degree), and students with disabilities.





Letters. We get letters ...



STUDENT SUCCESS CENTER

Dear Dr. Ivery and Team,

During my 8th hour class yesterday at Cass Technical High School, two students stopped by. I did not know them, but just prior to the class they shared their story. They were 2017 graduates of Cass and WCCCD.

Their college status is a junior. They were so very excited about it. They said the WCCCD courses were a lifesaver. While their scholarship is a four- year, they can use their money to complete their undergraduate and master degrees. I've never witnessed so much joy.

I insisted they share their story and journey with my 9th grade dual enrollment students. Once they shared their story, my students were more excited about the Dual Enrollment Program than I've ever seen. Students had so many questions and are now anxious to do more with the program. It was quite something to witness.

The young ladies told students how the credits transfer easily. They bragged about obtaining summer jobs during high school simply because they were enrolled in our program. They further bragged about the amount of pay because of their dual enrollment status.

I wanted to share this story because I suddenly realized that former students are our absolute best ambassadors for the Dual Enrollment Program. We should consider doing the following:

- 1. Identify former students (most recent if possible), who can provide either verbal or written testimony about the program.
- 2. Create a brochure for students so that they will have personal testimonies along with classes that are available to them. A few students often ask questions regarding additional classes. The numbers will increase once they hear from former students.

Thanks so very much WCCCD leaders for allowing me to share this story.

Sincerely, Mary Waters













WCCCD's Bowling Team competed at Ancillia Community College in Indiana this past weekend finishing sixth place out of 10 teams. This was their first outing of the year. Go Wildcats!





Former standout guard Dwight Sanders from WCCCD's 2016 Basketball Team, now in his second year at Reinhardt University, GA on an athletic scholarship, is soon to receive his bachelor degree. He was voted Player of the Week for Appalachian Athletic Conference!



Former standout guard last season for WCCCD's Basketball Team, Ray Croon, now playing for Kentucky State on an athletic scholarship, was named Player of the Week for Southern Intercollegiate Athletic Conference.



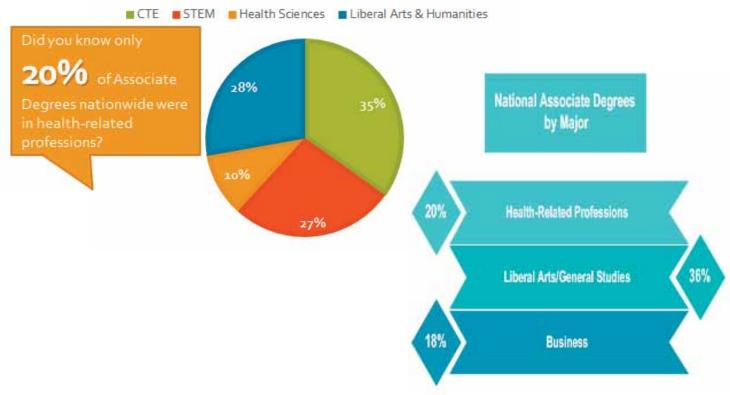


Division of Institutional Effectiveness

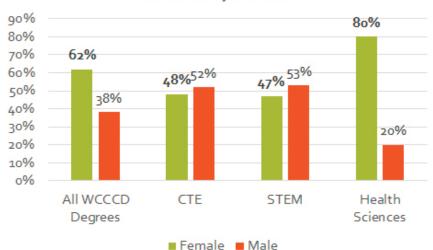
WCCCD Closing the Gap

The Division of Institutional Effectiveness and Research conducts reviews on trends and research that impacts services, experiences and success of its students. According to an Inside Higher Ed blog post, the National Academies of Sciences, Engineering and Medicine will be focusing on developing and tracking indicators to improve the gender gap in STEM programs. As a result, the agency will be collecting data related to student demographics, graduate, and employment rates. Below are some facts about Career and Technical Education (CTE), Health Sciences, and STEM programs at WCCCD.

WCCCD GRADUATES MAJORS



Awards by Gender









Health Science Center



Staff Meeting

All staff members at the Health Science Center (HSC) attended a "Start of the Semester" workshop. Topics included HSC and personal goals for Spring 2018, building issues that need to be addressed, Weekend Memo program highlights, assignments, and recruitment for Fall 2018.



First-Year Dental Clinic Faculty Meeting

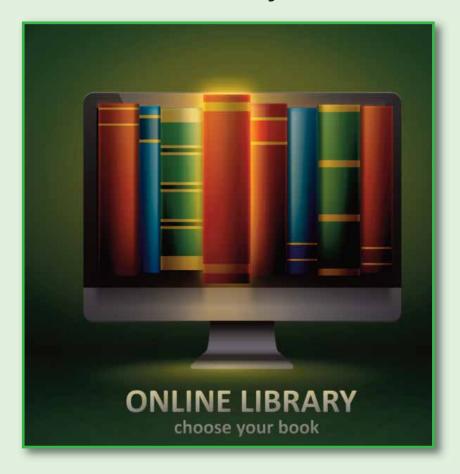
The purpose of this meeting was to align grading systems and teaching methods for Spring 2018.





Division of Educational Affairs

Virtual Library Services



The District offers many virtual library services in conjunction with our participating partners. Services include:

- MelCat Borrowing (Interlibrary Loan)
 - Interlibrary loan is a method of sharing resources (borrowing or lending of materials) among libraries
- Interlibrary loan services with DALNET (Detroit Area Library Network)
- Get it local
- Michigan Electronic Library MeL Cat
- SEMLOL (Southeastern Michigan League of Libraries InfoPass)







Division of Educational Affairs

The Role of the Course Syllabus in Communicating Expectations

1	To-Do's
	Logon to Blackboard (http://need.blackboard.com) and request a Bb course shell if you don't see one for the current semester (send an email and be sure to include your course name and section #)
	(Optional) Export your course from a prior semester and Import into this semester's course shell
	Delete any replicated menu items
	Upload your new course syllabus
	Delete any old Announcements and Discussion board items as old dates are confusing to students
	Update any due dates (Easy update tip: Control Panel, Course Tools, Set Grade Center Due Dates)
	Verify ADA compliance for any audio video transcription captioning. If in doubt contact us!
	Create a new Welcome Announcement with instructions on where to begin your course and expectations for the online student for evidence of course attendance. ♦ You may want to create your Welcome announcement to all students.
	Orient your students to your course. Consider making a screen care of seasor how your Blackboard course is set up, present your syllabus, set exposed in the factore and answer questions. Consider using Cooley to themself live with your students. Students unable to make the live orientation are assarts to view a recording of the conference at any time.
	Check all external links and one links to assure they are all valid/current
	Verify Blackboard Students against WebAdvisor Roster (see attached)
	Notify the Distance Education Office if you know of any students that are Out-of-State in your online course. (see attached)
	Regularly look through your course to assure Regular and Substantive Interaction. You must have evidence of academic engagement for online/hybrid enrollments and regular substantive interaction. (see attached)
	Assure you have Reminders to students to: 1. Update their email on WebAdvisor 2. Assure their computer and browsers are in good working condition – direct students to "likely in a student student Resources, have a zero-point or extra credit quir for students to assure their computer browser internet connection are ready for online exams.
	Make your course available for students (Control Panel-Customization-Properties-Click "Yes" to "Make Course Available"-Submit)
	Regularly Contact/Drop inactive students and document Last Day of Attendance (LDA) The LDA must be documented based on a student's last academically related activity. Blackboard log in statistics are not appropriate See attached for important details.

According to an article in the Chronicle of Higher Education, 'the syllabus is an instrument used to get students and faculty started on the same page for the semester.' As faculty prepare for the upcoming semester, special attention of the course syllabus is required.

Faculty submit syllabi to each of their local campus Instruction Office for review and archiving prior to the start of classes. The District outlines the minimum requirements for a course syllabus including relevant information for students:

- ★ Basic course information
- ★ Methods of communication with faculty including office hours of availability
- ★ Course goals and objectives
- ★ Expectations and grading rubric
- ★ Calendar assignments and more





SMART Program Collaborative Initiative with Wayne State University

The School of Continuing Education and Workforce Development, along with representatives from Wayne State University's School of Social Work (WSUSW), met to discuss the 2018 SMART Program Field Education Team Leadership Initiative. WSUSSW will provide two master's degree level students to assist with student retention, research exploration, and wrap-around services during Fall 2018 and Spring 2019.



Out-of-School Youth (OSY) Program One-Stop Management System Webinar

DaShonta Simpkins, Tonya Seegars, Angela Polk, Sydni Davis, and Jason Robinson participated in a One-Stop Management System (OSMIS) Webinar. Information was provided on OSMIS changes and updates that will impact how the OSY participants' data is managed and appropriately reflected in the system.





Michigan Institute for Public Safety Education







Region 2 South: Communicable Disease Planning Team

The Michigan Institute for Public Safety Education (MIPSE) hosted Region 2 South for a Communicable Disease Planning Team course. This six-hour course was designed to develop a commonality approach and language to improve the care and coordination of response in communicable disease outbreaks.



Coaching Emergency Vehicle Operations

MIPSE also hosted Beaumont Medical Transportation's Coaching the Emergency Vehicle Operator Ambulance training. This course facilitated the student's knowledge of the laws involving the operation of an emergency vehicle.







Division of Administration and Finance

WELCOME TO BANNER 9



Banner 9: Finance

Ellucian has added significant new capabilities to its Banner 9 applications creating a modern, intuitive user experience. What's new in Banner Finance? The following are the new and improved Banner 9 Self-Service application(s):

Purchase Requisition: enables faster procurement of products and services with an updated, intuitive user experience and dashboard that help you manage requisition processing within Banner Finance. Users can easily:

- Create new requisitions
- Search for and copy completed requisitions
- Continue work on requisitions placed in draft form
- View the status of pending requisitions







District Police Authority











In Memory of Sergeant Dwayne Page

On behalf of the District Police Authority, Captain Buck Livadic and Lieutenant Pride Johnson dedicated a shadow box in honor and memory of Sergeant Dwayne Page for his more than 20 years of service to the District.



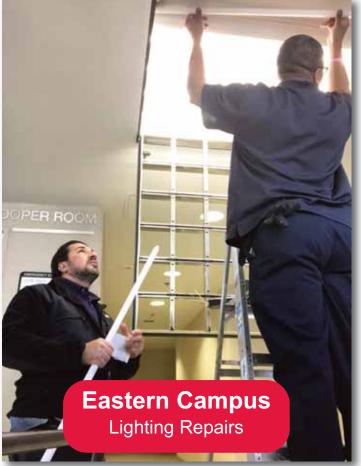
Division of Administration

and Finance

Deferred Maintenance





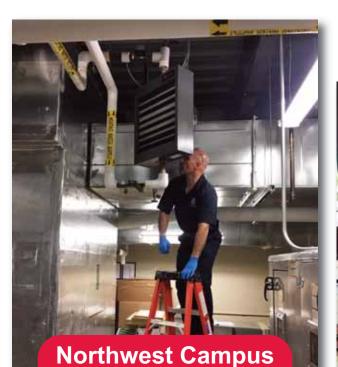




Division of Administration

and Finance

Deferred Maintenance



Equipment Inspection

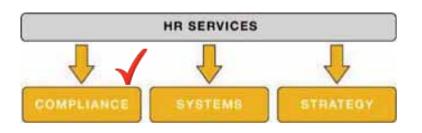








Division of Human Resources





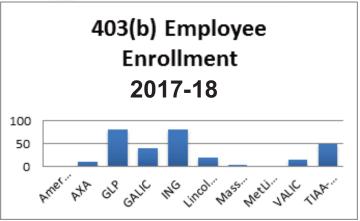
Human Resources Benefits: Tax-Sheltered Annuity

A tax-sheltered annuity 403(b) plan is a retirement plan that allows employees to have money deducted from their paycheck on a tax-deferred basis. All regular part-time and full-time employees are eligible to participate in the tax sheltered annuity program through WCCCD. MidAmerica, a third-party administrator handles all plan oversight and administration over the District's 403(b) plans.

Step by step process for initiating a new 403(b) plan

- Contact the agent of your selected financial institution for enrollment information (vendor list can be found on Human Resources webpage)
- 2. Complete and return enrollment forms to financial institution
- Complete salary reduction form and submit to Mid America for validation (also found on the HR webpage)
- Mid America validates and sends to HR for payroll deduction







Employee Handbook

All information regarding the District's 403(b) program can be found in the Employee Handbook. The Employee Handbook is a valuable tool that be found on the human resources webpage at http://www.wcccd.edu/dept/pdf/HR/employeehandbookwcccd.pdf











Software Asset Management

- 17-Software products renewed
- 4-New software products procured
- Several software procurements in process

Smart Technology Upgrade Project

Eastern Campus

• Wiring is 80% complete

Northwest Campus

- Smart projector installation is 30% complete
- Wiring is 15% complete



District-wide Programs Support

Financial Aid Marathon

• The Division of Information Technology (IT) provided technical support for the event held at the Downtown Campus.







Office of Transparency

and Accountability

Continuous Quality Improvement

Instructional Supply Reconciliation and Closeout

Staff from the Distribution Center and the Continuous Quality Improvement Audit Center have begun their reconciliation of Spring 2018 instructional supplies. The reconciliation includes verification of the following:

- Confirmation of supply packing slip
- Dated inventory log
- Documented consignment form
- Supplies received, but not closed



Continuous Quality Improvement Audit Center



The Continuous Quality Improvement Audit Team will be coming together to discuss important topics for 2018. The team 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.





Start the new year by updating all software and systems. In addition, update all passwords for better protection. We can reflect on the previous year by acknowledging the increased number of cyber attacks and take a more proactive approach by making small changes to prevent future attacks and mitigate risk. Consistently changing passwords and updating software will help keep your organization safe.



http://blog.cpisolutions.com/3-tech-tips-to-get-a-head-start-in-2018

Website Fast Facts



wcccd's website had 120,622 page views for the week of January 3 - 9, 2018!

- Returning visitors 67.9%
- New visitors 32.1%
 - Average session duration 4:37 Minutes

Top "5" Countries

Devices Used to Access Website

- Desktop 55.49%
- Mobile 40.79%
- Tablets 3.72%

- 1. United States
- 2. Canada
- Carrada
 Nigeria
- 4. Spain
- 5. India

Top "10" Most Viewed Pages

- 1. Homepage
- 2. Academic Programs
- 3. Faculty and Staff Resources
- 4. Financial Aid Forms
- 5. Academic Schedule
- 6. Downriver Campus
- 7. Northwest Campus
- 8. Downtown Campus
- 9. Student Services
- 10. Future Students





Information Technology Institute



The Information Technology Institute is committed to the District's mission in providing access and opportunity to high income careers. According to the U.S. Department of Labor, employment in Information Technology (IT) occupations is projected to grow exponentially from 2014-2024, adding 488,500 new jobs. WCCCD offers degrees in computer information systems, cybersecurity, and office information systems. Students can earn a certificate to become an application developer,

computer support specialist, database administrator, network administrator, website developer, and video game designer. The sample IT classes listed below demonstrate the District's commitment for Spring 2018.

































MULTI-CAMPUS

Downriver Campus









The Downriver Campus hosted the Boy Scouts of America, Mahican District Continuing Education & Merit Badge Mania. This event provided Boy Scouts in our community to have Workforce Development an opportunity in earning up to four merit badges at this one-day event.



































MULTI-CAMPUS DISTRICT

Eastern Campus



Element Materials Technology CNC Training

The goal of this three-day training was to help the machinists that are currently employed at Element Materials Technology learn how to use Mastercam to set up milling operations.

Registration







Goal Setting Meeting

Administrative staff at the Eastern Campus kicked off the new year setting goals for continual performance in communication and progressive work for Spring 2018.





























MULTI-CAMPUS DISTRICT

Northwest Campus



College Advising Session

Promoting Health Science Programs

New banners promoting the health science programs have been placed around the Northwest Campus. They have been received well by students who immediately inquired about programs being offered in health sciences.































MULTI-CAMPUS DISTRICT

Ted Scott Campus



Faculty Promotes Programs

Faculty at the Ted Scott Campus worked with staff to help recruit students with career programs. Pictured is Dr. Golshan discussing the Electronics Program and showing a student how the robotic arm works.

Partnership Opportunities

Dr. Frank Dunbar, Mike Dotson, and Paige Niehaus met with Logistics Instructor Jeffrey Newman and Sonja Carpenter from PENSKE logistics to recruit students for the logistics program and to make plans for future partnership opportunities.





Community Workshops

Mike Dotson, Cecile Taylor, and Paige Neihaus met with representatives from the Belleville Area, Romulus, Wayne and Westland Chambers of Commerce to develop a schedule of educational workshops for chamber members and the community.





Mary Wolf attended the Southern Wayne County Regional Chamber's Morning Spark. This networking event brought members of the Chamber from various geographical locations together to further develop their connections and build a better bond with the communities they serve.

Mike Dotson chaired the January meeting of the Van Buren Township Local Development Finance Authority. He also attended the January meeting of the Wayne Chamber of Commerce Board of Directors.



Michael Poole attended the Grosse Pointe Chamber Business After Hours networking event.

DESIGN CENTER OF WCCCD





Drs. Mecha Crockett, Gunder Myran, and Paige Niehaus met at the Ted Scott Campus to review and discuss plans of work for a regional collaboration.





Interfaith Reflections



Students participated in an Interfaith Reflections site visit this week.



January 2018 Schedule

January 19, 2018

12:30 - 1:30 pm – District Office Building Pelham Room 5th Floor

January 24, 2018

9:00 -10:00 am Ted Scott Campus

January 26, 2018

12:30 pm -1:30pm – District Office Building Pelham Room 5th Floor

Stay tuned for more information on cross cultural competency training. documentary film viewings, Interfaith Reflections site visits as well as the Cultural Book Club and Cultural Film Club for faculty, staff, students and community members.



Chancellor's Weekend Memo





EDITOR: Julie Figlioli

CONTRIBUTING EDITORS

David C. Butty
Carolyn Carter
Aracely Hernandez
Tameka Mongo
Priscilla Rodgers
Rosita Thompson
Susan Wiley



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 selfevaluation 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.



