

Chancellor's Weekend Memo



March 17-23, 2018 Number 1130

16th
Annual

PASSPORT TO AFRICA

Downtown
Campus

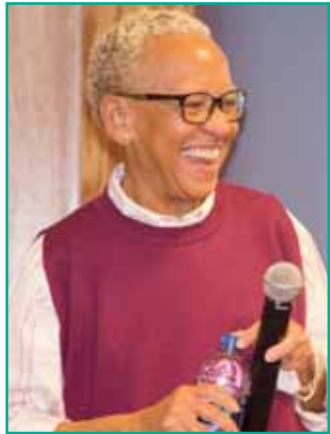
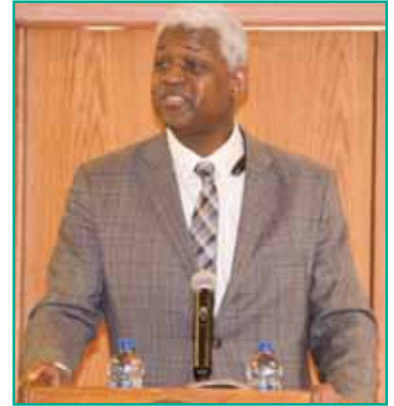








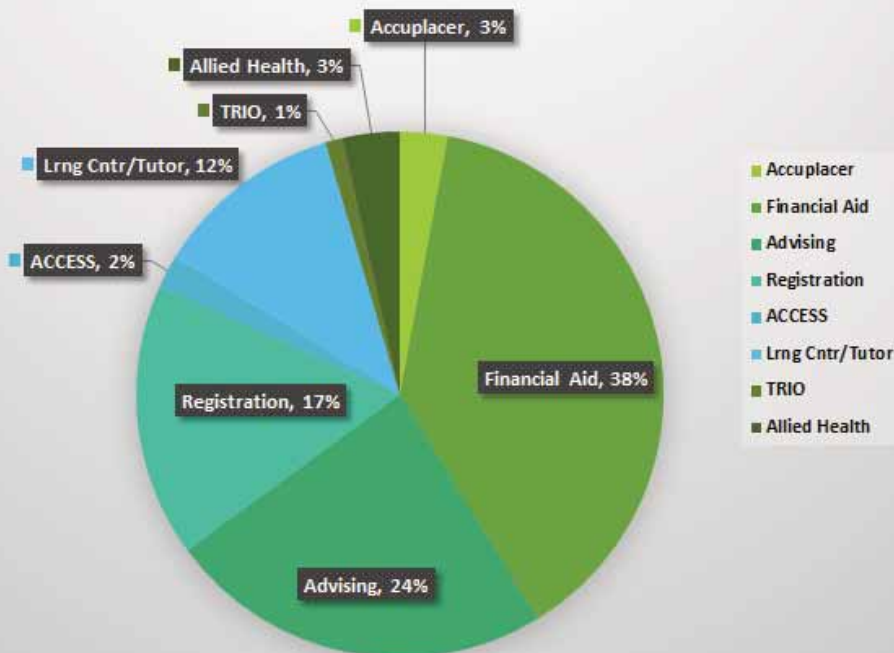
WCCCD's Division of Student Services Welcomes **AMERICAN POET NIKKI GIOVANNI** to the Eastern Campus



Division of Student Services



District Campus Advising Summary Report March--Spring Term 2018



Each week campuses review the data indicating the number of students who are assisted in their campus's Student Services Division. During the month of March 2018, Student Services across the District have worked first-hand with 7,494 students in total.



Outreach and Recruitment



Will Sampson serves as the Chief Recruitment Officer for WCCCD. In this role, Mr. Sampson is emphasizing District-wide alignment by centralizing all outreach and recruitment activities.



Staff from the Downriver Campus conducted onsite visits to both Harry S. Truman and John F. Kennedy High Schools. The seniors were provided information on the Dual Enrollment Program.



The Recruitment and Outreach team participated in the 2018 DAPCEP Spring Showcase held at Second Ebenezer Church. The event emphasized connecting metropolitan-Detroit youth to exciting educational opportunities in STEM (science, technology, engineering and math) and introduced the youth to WCCCD's career programs.

Division of Student Services



Outreach and Recruitment *continued*



The Recruitment and Outreach Team conducted an on-site admissions workshop for the seniors at Western International High School. Students were given information to help make decisions about their future.

Considine



The Division of Student Services presented an onsite workshop at the Little Rock Urban Institute. The workshop focused on student empowerment and highlighted WCCCD short-term certificate programs.

Athletics



Coaches Wimberley and Williams motivated WCCCD Lady Wildcats during a time-out at the Regional Final Four held at St. Clair Community College. The Lady Wildcats finished in third place.



Division of Student Services



Brian Singleton met with a student to provide career guidance.



TRIO student Shantia Walker is majoring in American Sign Language Interpretation and will be graduating Spring 2018 with plans to continue her education at Wayne State University.



Phi Theta Kappa is accepting applications for membership. Students should see their advisor if they are interested in being a member.

Student Executive Council



Student Executive Council met to plan professional development opportunities for all students needing to access student supports. They also made suggestions regarding the Smarthinking 24-7 online tutoring program.



Student Activities

Geneology Club



The Geneology Club held its monthly meeting at the Northwest Campus.

MiCUP



MiCUP students met at Lawrence Technological University to review final documents and begin team building activities related to their seven-week summer internship that will focus on STEM research.

Trinity Film Festival



Indie Film Night put on by The Trinity Film Festival held at the Eastern Campus. This event featured independent film screenings that engaged the audience in dialogues about community, culture, and the art of filmmaking.



WCCCD's Division of Student Services Welcomes **GAIL PERRY-MASON** to the Downtown Campus





MULTI-CAMPUS DISTRICT

Downtown Campus

Career Planning and Placement Job Fair

The Career Planning and Placement Office hosted a Job Fair highlighting job opportunities within the community. Participants were able to speak with representatives from the automotive, business, criminal justice, health science, human services, and information technology regarding open positions, job descriptions, and requirements.



District Call Center Quality Assurance

The District strives to provide exemplary customer service to its students, staff, faculty and community. The tracking and collection of call data provides evidence-based information to enhance quality assurance standards.



DATE	TIME	NATURE OF CALL	DIVISION	RESOLVED BY
3/9/2018	11:08 AM	Student called regarding a hold on account	Financial Aid	Operator Assisted - Message Taken
3/9/2018	1:28 PM	Student called regarding a hold on account	Accounts Receivable	Operator Assisted - Message Taken
3/9/2018	2:00 PM	Caller asked to speak with Campus Safety	District Student Services	Campus Safety - x2800
3/9/2018	9:30 AM	Caller asked to speak with the DR Campus	District Student Services	DR - x3500 (Main)
3/9/2018	9:33 AM	Caller called to speak with the DT Campus	District Student Services	DT - x2758 (Main)
3/9/2018	9:50 AM	Student called to speak with the DT Campus	Campus	DT - x2758 (Main)
3/9/2018	11:16 AM	Student called to speak with the DT Campus	District Student Services	DT - x2758 (Main)
3/9/2018	11:21 AM	Student called to speak with the DT Campus	Campus	DT - x2758 (Main)
3/9/2018	11:21 AM	Student called to speak with the DT Campus	District Student Services	DT - x2758 (Main)
3/9/2018	12:01 PM	Student called to speak with the DT Campus	Campus	DT - x2758 (Main)
3/9/2018	1:41 PM	Student called to speak with the DT Campus	District Student Services	DT - x2758 (Main)
3/9/2018	11:22 AM	Student called to speak with District Records	Human Resources	District Records - x2631
3/9/2018	11:54 AM	Caller asked to speak with District Records	Financial Aid	District Records - x2631
3/9/2018	12:56 PM	Student called regarding Webgate assistance	District Records	District Records - x2631
3/9/2018	1:01 PM	Student called regarding Webgate assistance	Human Resources	District Records - x2631
3/9/2018	1:01 PM	Student called regarding registration	District Records	Operator Assisted - Satisfied Referred to Webgate)

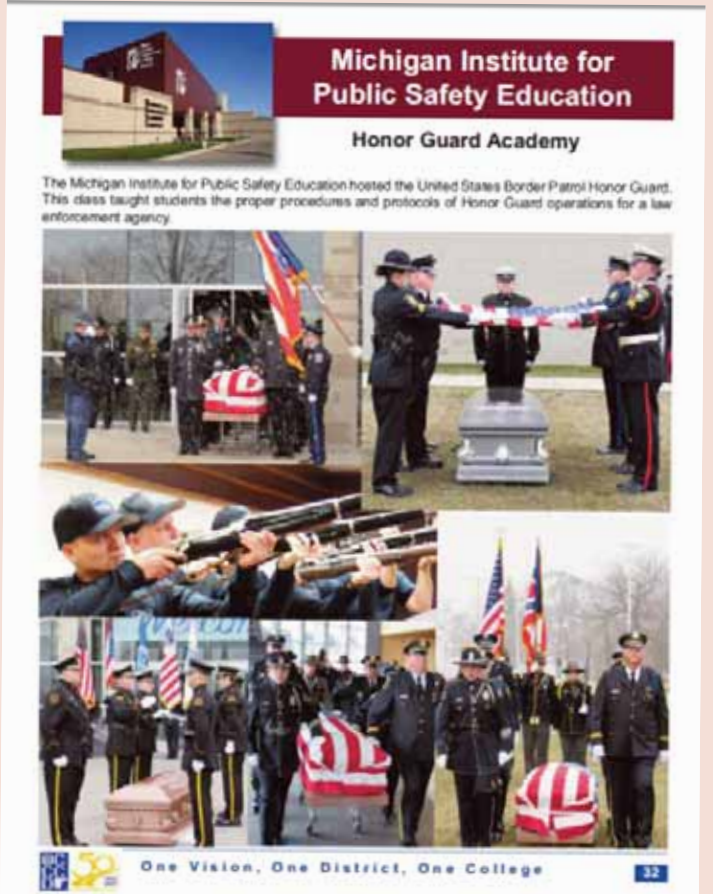


In the Mail...

“Good morning Mr. Arminiak,

Thank you for the coverage in your Chancellor’s Weekend Memo. I will forward this document to CPA Harrison and the rest of my chain of command. WCCCD’s support (and in particular Andy Steeby) to my agency for conducting this training was fantastic as usual. I am very appreciative to your school for three years of support that keeps this training free to our partner law enforcement agencies.”

Thank you again,
Joseph Francek
Supervisory Border Patrol Agent
Honor Guard Commander
Detroit Sector Honor Guard



Chancellor’s Leadership Institute

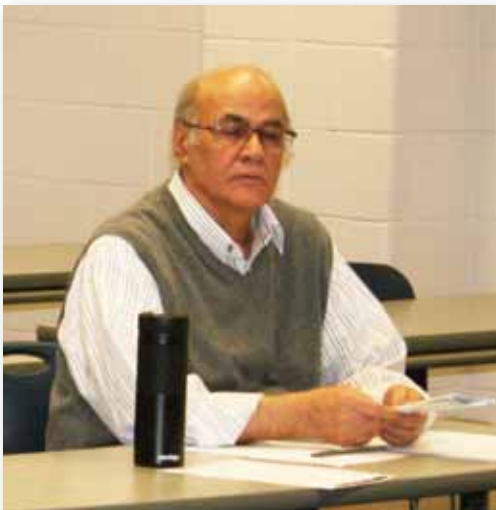


The Chancellors Leadership Institute Team met with Wayne State University to strategize the plan for the upcoming semester.



Division of Institutional Effectiveness

The Division of Institutional Effectiveness and Research hosted the Assessment Conversations at the Ted Scott Campus. Faculty, staff, and campus leadership participated in the discussion of strategies for developing student learning outcomes and enhancing student experiences and engagement in learning. Faculty shared assessment practices that are used in the classroom to align and measure course and program outcomes that lead to successful completion of degrees.





Division of Educational Affairs

District Campus Support Services





Division of Educational Affairs

Instructional Leadership Team



Dr. Patrick McNally met with the Instructional Leadership Team.

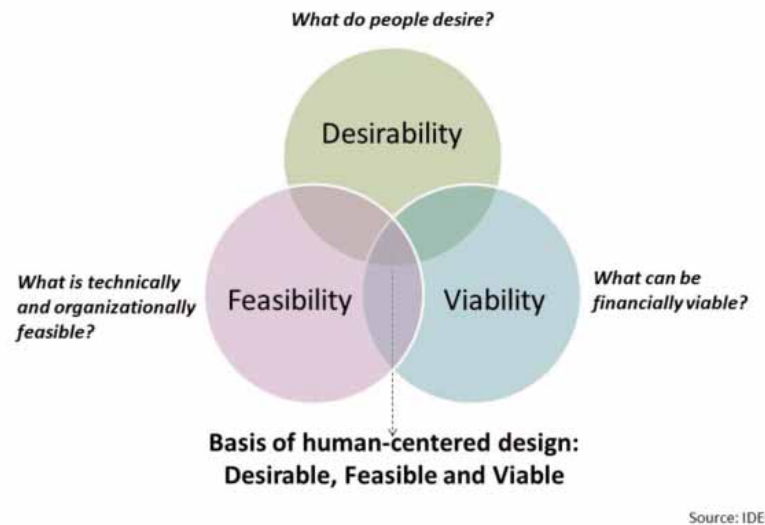
The team met to discuss the following:

- Website and Course Syllabi Review
- Faculty Pool Review/ Updates
- Annual Planning- Strategic Initiatives/IEPA
- Semester Updates: Positive Attendance Reporting, Student Survey of Instruction, Textbook Information, Guest Student Initiative



Human-centered and design-driven innovation is a creative approach to problem-solving that starts with the people you are designing a solution for, and ends with new solutions that are tailor-made to suit their needs. The space of innovation is where desirability, feasibility, and viability intersect.

Human-Centered Design

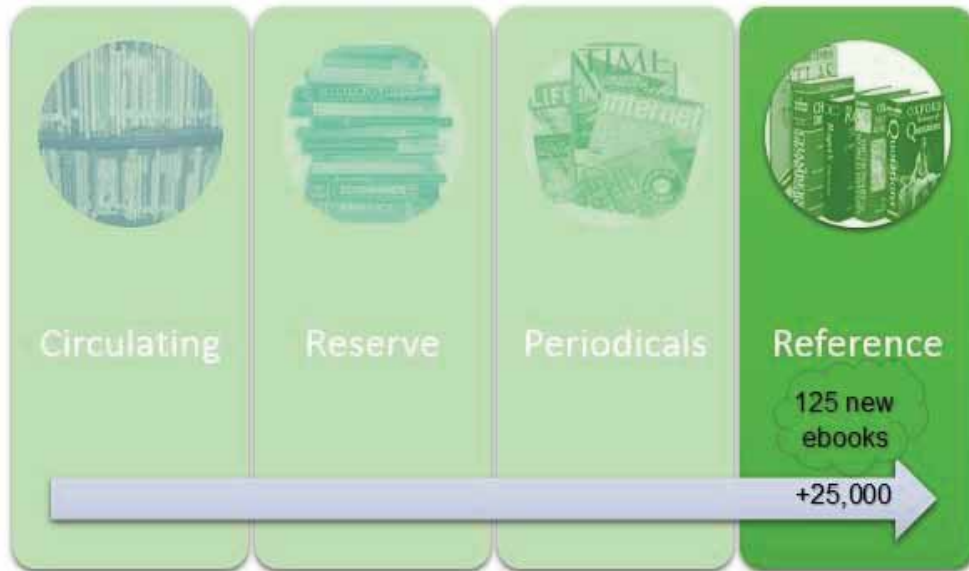




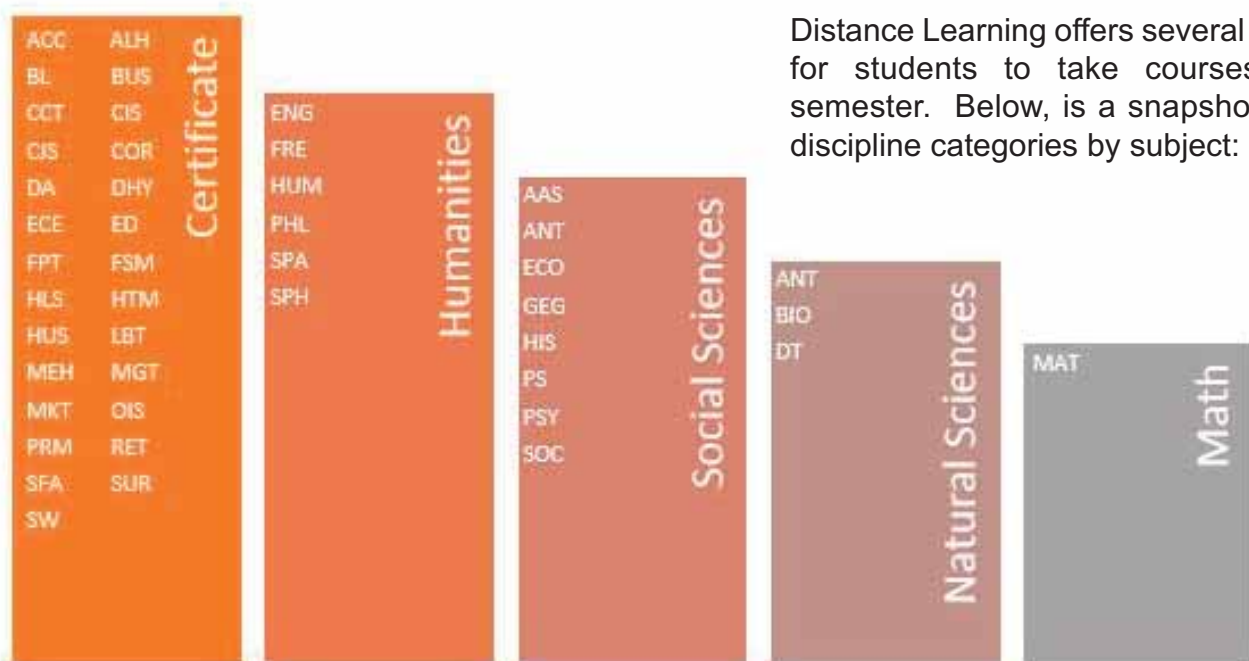
Division of Educational Affairs

Learning Resource Centers

The LRCs maintain electronic reference titles through Gale's e-reference collection. These reference titles specifically support disciplines and career programs across the District such as Criminal Justice, Product Development Prototyping, and Renewable Energy Technology.



Distance Learning: Discipline Course Offerings



Distance Learning offers several options for students to take courses each semester. Below, is a snapshot of the discipline categories by subject:



Division of Educational Affairs



Radio TV and Digital Media

Instructor Mildred Gaddis and Radio Television and Digital Media Production students took a field trip to the FM 105.9 Radio Station; where they receive real-time hands-on instruction.



Humanities

Instructor Adwoa Muwzea and her Introduction to Performing Arts class went to the Detroit Repertory Theater to see the poignant drama, "Daupin Island," a stage play by Detroit Playwright, Jeffrey Chestang.

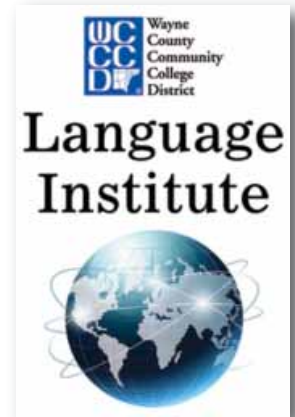
Freshwater Future

The Northwest Campus hosted Freshwater Future. This group of diverse educators, advocates, and environmental practitioners came together to discuss solutions of how to improve the quality, safety, and affordability of water in the Great Lakes region.





Division of Educational Affairs



Global Language Series American Sign Language



The Global Language and Culture Series presented students, staff, faculty, and community members an exploration of American Sign Language. A presentation on how to utilize MANGO and SCOLA to learn a foreign language was also provided.



Classroom Upgrades

Division of Educational Affairs



Youth STEM

The Information Technology Institute at the Northwest Campus hosted students who are in the 6th- 12th grade to participate in a STEM Inventory Assessment Tool called "You Science." The students learned about the various careers available in the STEM field.



CIS Faculty Feedback

Computer Information Technology faculty and staff met to review information technology programs. They discussed strategies for developing internship and externship opportunities.



Surgical Technology

Students from the Surgical Technology and Central Service Technician programs, along with Clinical Instructor Angel Blair Franklin visited at Henry Ford Main Campus and Bloomfield Campus during their clinical rotation.

Dental Assistant Students in the Field

The dental assistant students had the pleasure of visiting Olson Dental Lab to learn how dental prosthetics are fabricated.

Nursing Information Overview

The Nursing Program conducted a Nursing Information Overview course. Participants gained some insight into the field of nursing and the expectations of the students aspiring admission into the Nursing Program.





International Programs and Global Partnerships

International Programs Office Customer Service Training





Staff from the District attended the Southern Wayne County Regional Chamber's Legislative Forum. Guest speaker was Senator Debbie Stabenow.



Denis Karic represented the District at the monthly meeting of the Grosse Pointe Community Health Alliance.

Michael Poole attended the Grosse Pointe Chamber of Commerce "Business After Hours."



Oneka Samet shared career program information at the Detroit Public Library-Redford Branch College Fair.



Jackie Grow and Muna Khoury attended the Annual Pure Michigan Agriculture Summit to promote the new horticulture certificate programs.



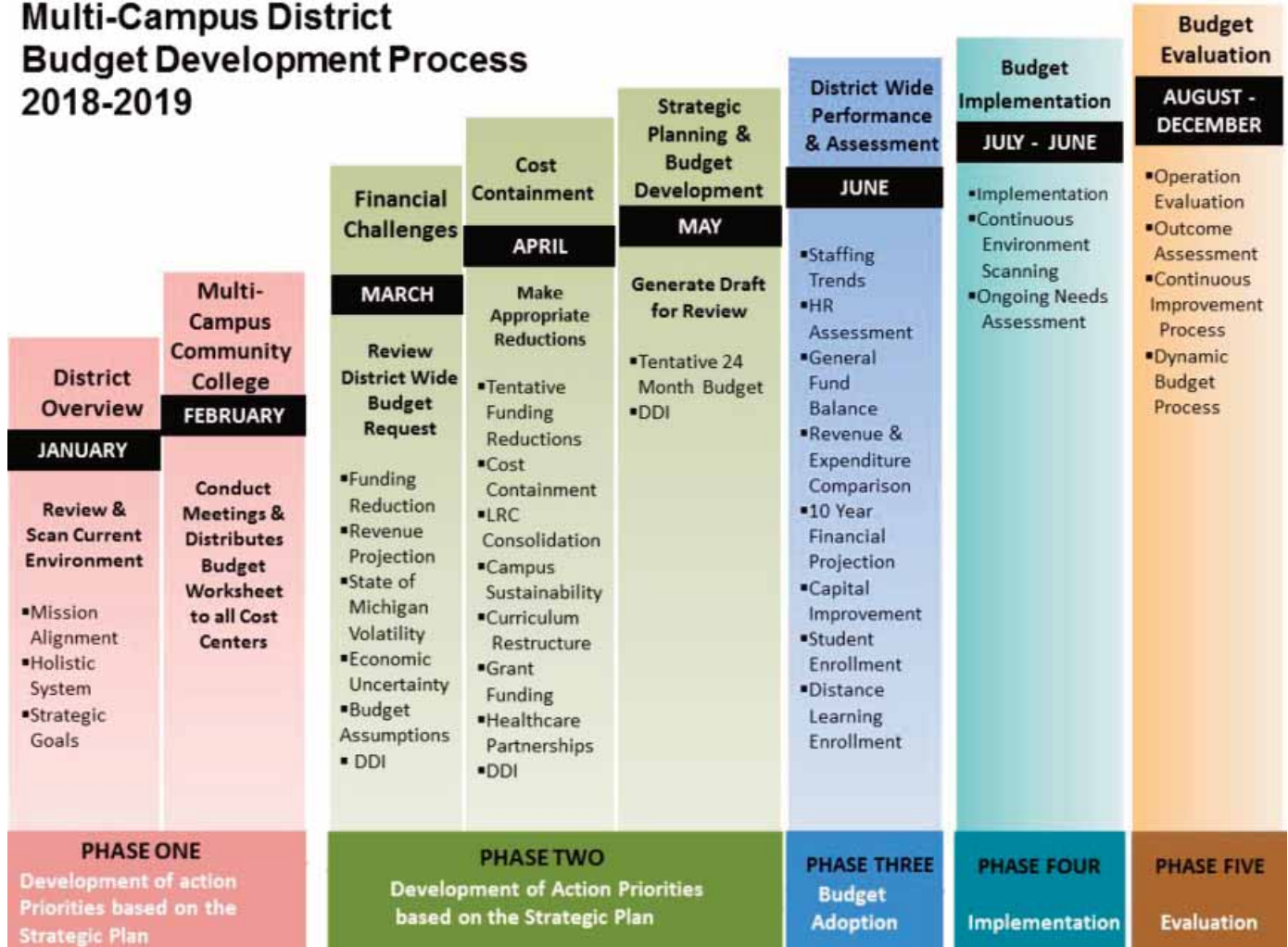
Anthony Arminiak attended the Michigan Early Middle College Association Conference.

Division of Administration and Finance

2018-2019 Budget Development and Planning

The budget planning framework helps to ensure the District has the resources to fulfill its mission, support quality education and instructional support services, and respond to future challenges and opportunities.

Multi-Campus District Budget Development Process 2018-2019



Budget Development Process and Training Topics

Phase Two

The District is in Phase Two of the budget development process. Finance and Administration provides information and training materials to key cost managers in preparation for budget requests based on Strategic Plan Goals and Objectives.

- Budget 101: The Basics
- Getting To Know Your Budget
- Regular Check Ups to Monitor Your Budget
- Aligning The Budget To The Strategic Plan



District Police Authority

Police Advisory Committee

The Police Advisory Committee provides a forum for the discussion of law enforcement effectiveness in the college community, recommends law enforcement improvements, and provides advice to the police chief on various law enforcement initiatives.



Division of Administration and Finance

Deferred Maintenance

Facilities Team at Work!



Eastern Campus

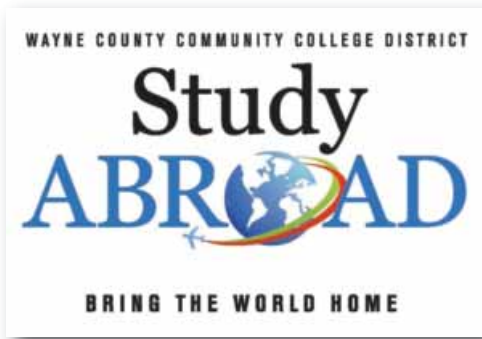
Inspection and Replacement
of Lights and Ballast



Eastern Campus

Soil Boring and Testing





Study Abroad Orientation

The students that will be participating in the study abroad trip to Beijing, China met to continue preparing for their trip.



Professional Development



Intercultural Conversations

This week we held Intercultural Conversations at the District Office as well as the Downriver Campus. The conversations included the celebration of St. Patrick's Day. As part of the interfaith dialogue we discussed Novroz, the Zorashtrian New Year.



Ashish Patel shared his beliefs and practices related to the festival called "Holi" which is celebrated in March.



VoIP Project Updates

District IT/Financial Aid Department meet with Plante Moran



The Division of Information Technology together with Financial Aid, have been working with Plante Moran on obtaining the required Limited Access Death Master File certification.

The VoIP Team is in the process of updating call handling procedures District-wide. The review process will include all campus locations and divisions. A comprehensive review will include:

- Call handling procedures on main lines
- Call Center software configuration
- Call flow procedures
- Voicemail management procedures
- Interactive Voice Response (IVR) greetings

End-User Telephone training is coming to the District Office!

The Division, in collaboration with the Division of Human Resources, will hold multiple VoIP phone refresher sessions. The sessions will cover basic phone features and operations such as:

- Answering, transferring and forwarding calls
- Making conference calls and managing multiple lines
- Viewing call history and managing voicemail



Division of Human Resources



Currently in Progress... Individual Employee Performance Appraisals



A formal Employee Performance Appraisal (EPA) is a systematic and periodic process that assesses an individual's job performance and productivity in relation to certain pre-established criteria in conjunction with District goals and objectives.

EPA also provides the following:

- Translate District/Division's mission into specific achievable goals
- Gain new information and ideas from staff
- Reinforces performance.
- Helps improve job performance.
- Manages expectations.
- Creates goals and pathways to achieve set goals.
- Improves communication

Due Dates for Appraisals

- 1) All completed Exempt/Pathways exempt appraisal forms must be forwarded to HR no later than 5/1/2018.
- 2) All completed P&AA appraisal forms must be forwarded to HR no later than 5/31/2018.
- 3) All completed UAW appraisal forms must be forwarded to HR no later than 6/30/2018.

PROFESSIONAL DEVELOPMENT

Body Cam Training

Members of the District Police Authority participated in body cam training. The training was conducted by Faculty/Attorney George Anthony and Gary Morris from Wayne State University Police/Information Technology Department.



Banner Training

Adrian Phillips led the Banner training on registration setup.



Manufacturing in America

Facilities staff attended the "Manufacturing in America" Conference. The seminars and vendors displayed the latest innovations in the mechanical/electrical controls.



Compliance Training

Staff from the Bursar's Office participated in a webinar session titled "Compliance and Collection Trends in Higher Education."

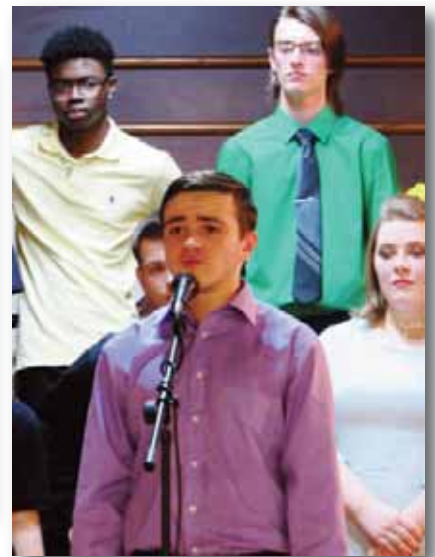
Michigan Libraries Association

Oneka Samet represented the District at the Michigan Libraries Association Academic Libraries Event at Wayne State University.



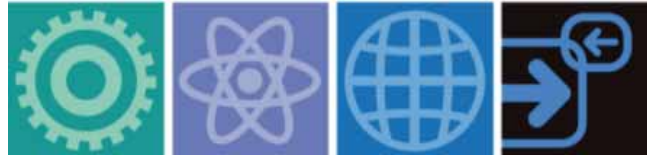
Taylor School District Kennedy High School Choir Concert

The Downriver Campus hosted the Taylor School District, Kennedy High School's Choir Concert.



All About the Arts *Broadway – The American Musical Theatre*

The Heinz C. Prechter Educational and Performing Arts Center presented the fourth and final installment of Karl Schmidt's "Broadway – The American Musical Theatre." Following last year's popular series on Film Scores, Mr. Schmidt mixed video clips into his lecture to take a historical look at an indigenous form of music.



The School of Continuing Education and Workforce Development

Genealogy Workshop with Dr. Deborah Abbott Eastern Campus





WORKFORCE

Training & Development

Training to elevate your workforce

Meth Lab Safety

The Michigan Institute for Public Safety Education (MIPSE) hosted Northeast Counterdrug Training Center U.S. Attorney's Offices Eastern and Western Districts of Michigan for Tactical Entry to Methamphetamine Laboratories Training.



U.S. Border Patrol Canine Training

MIPSE also hosted the U.S. Border Patrol for their quarterly canine team meeting and training.



Building Trust with Law Enforcement

The workshop was an opportunity for African American teenage boys and their families to discuss interactions with law enforcement officers.

Training to elevate your workforce



Head Start Training

The Downriver Campus hosted The Guidance Center's Head Start Student Growth Goal Workshop.

Wayne RESA M-Step Training

The Downriver Campus also hosted Wayne RESA's Preparing for the M-Step (Michigan Test for Educational Progress) Administration training.



Plumbing



Construction



Electrical



Safe Computing Tips

1. Install protective software
2. Choose strong passwords
3. Back up on a regular basis
4. Use secure connections
5. Use desktop firewalls

Source: <https://ist.mit.edu/security/tips>



WEBSITE FAST FACTS WEEK OF MARCH 11-17, 2018

Page views – 90,462
Returning Visitors – 53.3%
New Visitors – 46.7%
Average Session Duration – 3:55
Minutes

Top Five Countries

United States
Spain
Canada
Spain
Philippines
Nigeria

Devices Used to Access Website

Desktop – 61.29%
Mobile – 35.29%
Tablets – 3.42%

Top Ten Most Viewed Pages

Homepage
Distance Learning
Academic Programs
Academic Schedules
Faculty and Staff Resources
Downriver Campus
Northwest Campus
School of Continuing Education
Human Resources
Student Services



MULTI-CAMPUS DISTRICT

Downriver Campus

Growing Great Gardens

The Taylor Conservatory and Taylor Gardening Club held their annual Growing Great Gardens event in the Heinz C. Prechter Educational and Performing Arts Center.





MULTI-CAMPUS DISTRICT

imfebruary
Mary Ellen Stempfle University Center



The Mary Ellen Stempfle University Center Hosts Davenport University's Open House

Davenport University hosted its Open House at the Downtown Campus for faculty, staff, students and community members. Under the auspices of the Mary Ellen Stempfle University Center, Davenport University will offer its Bachelor of Business Administration Program at the Downtown Campus.





MULTI-CAMPUS DISTRICT

Ted Scott Campus

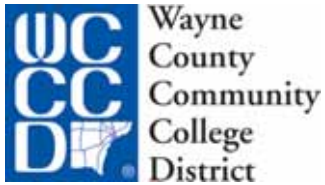
Beekeeper Conference



The Ted Scott Campus partnered with the Southeastern Michigan Beekeepers Association to host the third annual Beekeeper Conference. Beekeeping experts and vendors shared information about products and techniques to help beekeepers keep their bee colonies healthy and produce delicious honey.



Chancellor's Weekend Memo



Wayne
County
Community
College
District

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 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 STEMPLA
UNIVERSITY CENTER



MARY ELLEN STEMPLA
UNIVERSITY CENTER
CENTER FOR DISTANCE LEARNING



MARY ELLEN STEMPLA
UNIVERSITY CENTER
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One Vision, One District, One College