

Chancellor's Weekend Memo



March 14-20, 2020 Weekend Memo 1233



**COVID-19
District-wide
Sanitation
Initiative**





Wayne County Community College District

District Office- Office of the Chancellor


801 W. Fort Street

Detroit, MI 48226

(313) 496-2510

(313) 961-9439 fax

MEMORANDUM

TO: All Users
FROM:  Curtis L. Ivery, Chancellor
DATE: March 19, 2020
SUBJECT: Suspension of Courses

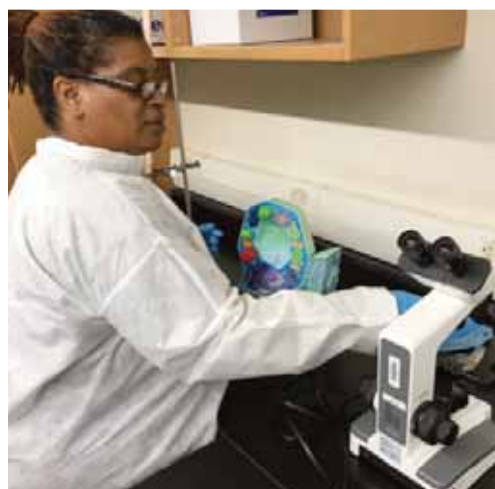
As the spread of COVID-19 continues, Wayne County Community College District's top priority is to do everything in our power to support our students' continued academic progress. In this rapidly changing environment, our goal has been to balance two imperatives: taking precautions to protect our college community and the communities around us, while continuing to deliver instructional and key college services in a manner appropriate to circumstances.

Effective Thursday, March 19, 2020, at 4:30 p.m. through Friday, April 17, 2020*, Wayne County Community College District will close all of its campuses to students and visitors to protect the health and safety of our community and the broader society by minimizing the potential spread of the COVID-19 virus. During this time, on-campus operations and all instructional activities, which includes alternative instructional modalities and on-line classes, will be suspended. However, while campuses will be closed to students and visitors essential staff will continue to report.

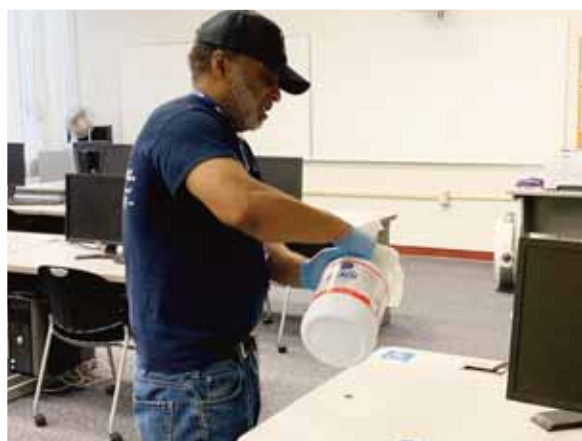
While campus operations and instructional services are suspended, we are taking extraordinary steps to have all District buildings deep cleaned and sanitized. These steps will help to ensure that all District facilities will be ready for students, faculty, staff and community members once this crisis is behind us.

*This date may be modified based upon changing conditions.

COVID-19 District-wide Sanitation Initiative



COVID-19 District-wide Sanitation Initiative



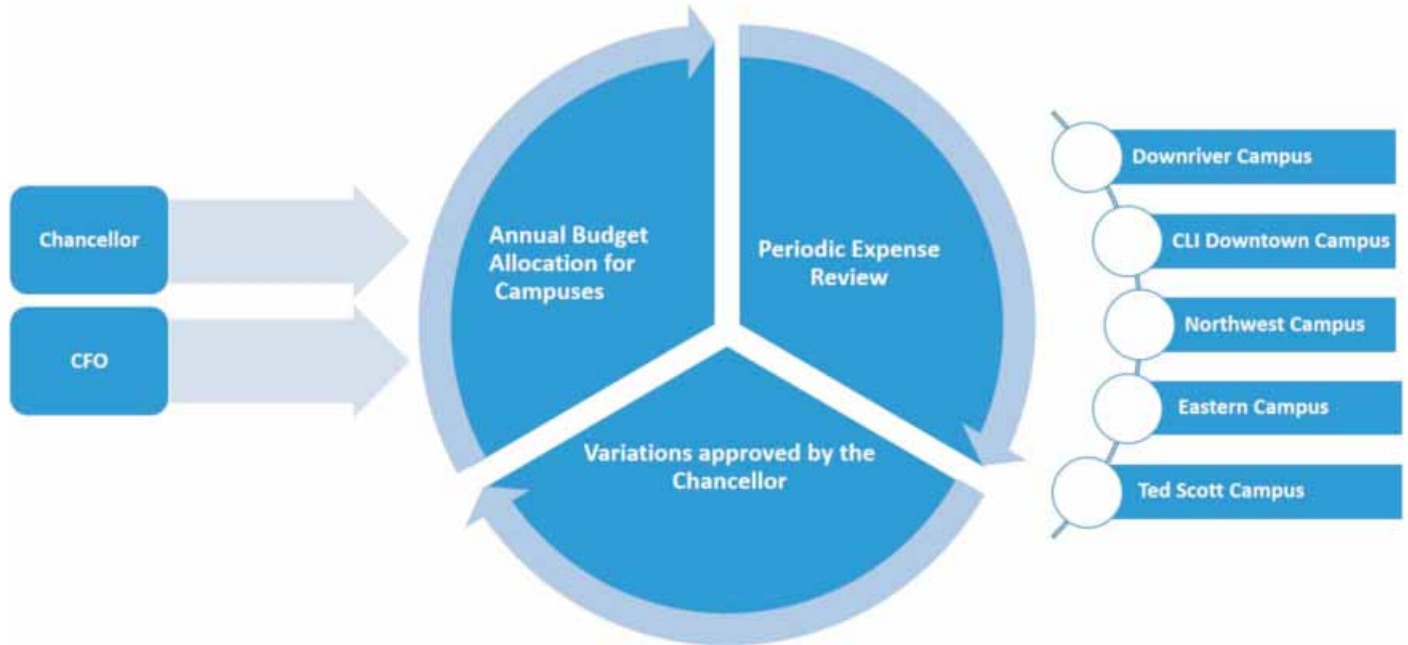
COVID-19 District-wide Sanitation Initiative



Division of Administration and Finance

The Budget Committee utilizes an integrated planning management system to diligently monitor and review the District's financial resources.

Multiyear Integrated Budget Development & Management System



District Overview		Multi-Campus Community College		Financial Challenges		Cost Containment		Strategic Planning & Budget Development		District Wide Performance & Assessment		Budget Implementation		Budget Evaluation	
JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY - JUNE		AUGUST - DECEMBER	
Review & Scan Current Environment • Mission Alignment • Holistic System • Strategic Goals		Conduct Meetings & Distributes Budget Worksheet to all Cost Centers		Review District Wide Budget Request • Funding Reduction • Revenue Projection • State of Michigan Volatility • Economic Uncertainty • Budget Assumptions • DDI		Make Appropriate Reductions • Tentative Funding Reductions • Cost Containment • LRC Consolidation • Campus Sustainability • Curriculum Restructure • Grant Funding • Healthcare Partnerships • DDI		Generate Draft for Review • Tentative 24 Month Budget • DDI		• Staffing Trends • HR Assessment • General Fund Balance • Revenue & Expenditure Comparison • 10 Year Financial Projection • Capital Improvement • Student Enrollment • Distance Learning Enrollment		• Implementation • Continuous Environment Scanning • Ongoing Needs Assessment		• Operation Evaluation • Outcome Assessment • Continuous Improvement Process • Dynamic Budget Process	
PHASE ONE Development of action Priorities based on the Strategic Plan				PHASE TWO Development of Action Priorities based on the Strategic Plan						PHASE THREE Budget Adoption		PHASE FOUR Implementation		PHASE FIVE Evaluation	



Dr. Randall Miller visited Lansing Community College as a best practices visit to learn details about their Aviation Maintenance Technology Program.

Yvette McElroy Anderson has been meeting with members of Delta Sigma Theta Sorority, Inc., specifically the Minerva Educational Development Fund to provide information regarding scholarships.



Furquan Ahmed attended the Pakistan Women's Association of Michigan Annual Dinner. Mr. Ahmed is pictured with Imad Hamad from the American Human Rights Council, Brenda Jones, Detroit City Council President, and Tasha Green, Westland Councilwoman.

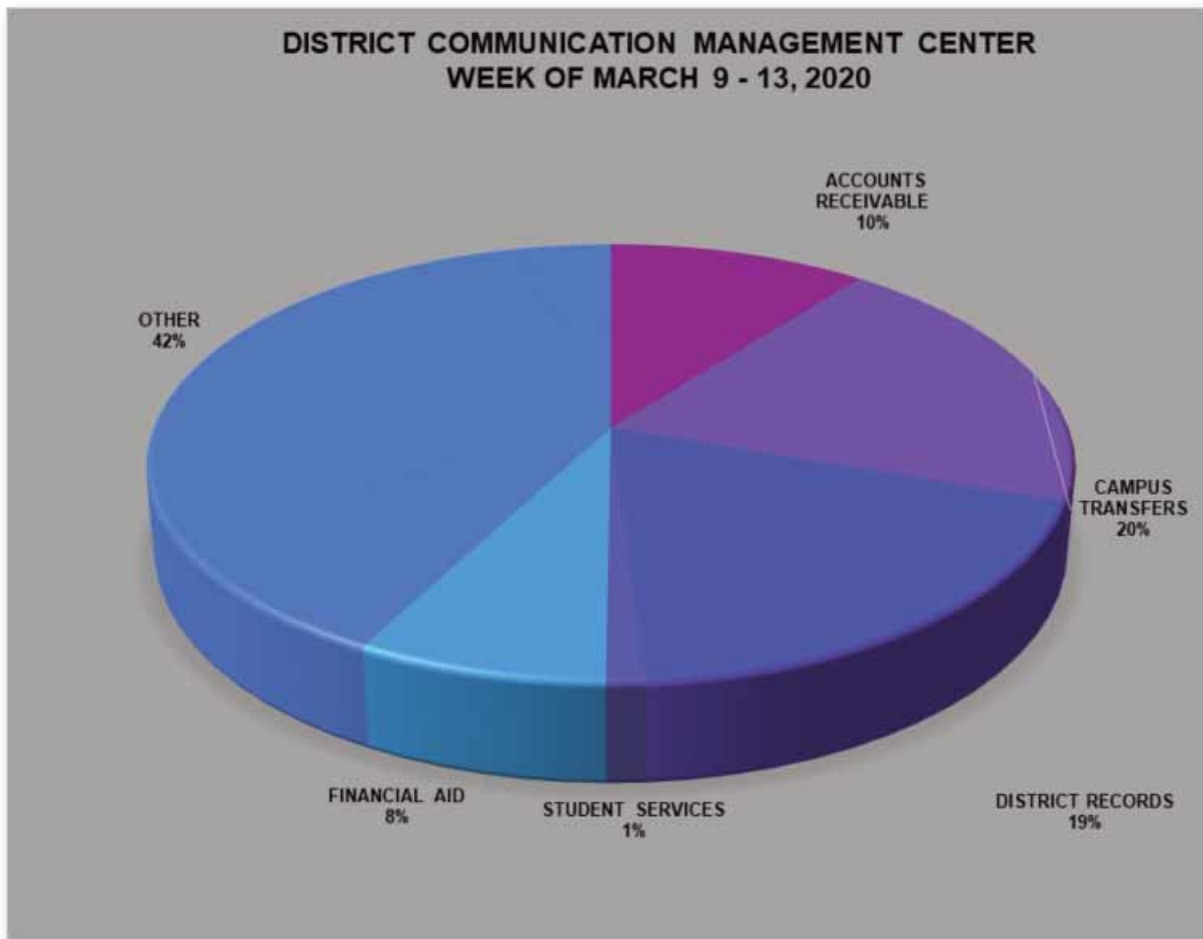


Staff from the Mary Ellen Stempfle University Center met with Jerry King, State President of the A. Philip Randolph Institute.

District Communication Management Center



The District's Communication Management Center Team continues to meet on a daily basis to review WCCCD's response to the COVID-19 situation to ensure callers are informed on what to expect and where to find updates.



The District Communication Management Center staff assists and disburses incoming calls District-wide. This graph represents a breakdown of how each call was processed for the week of March 9 - 13, 2020.



DIVERSITY & INCLUSION

On the Move...

Dr. Fidelis D’Cunha and Professor Bruce Ewen presented on “Building Bridges Toward a Communal Sense of Belongingness and Allyship” at the 14th Annual National Association of Diversity Officers in Higher Education.



School of Continuing Education & Workforce Development

Wayne County Community College District

Emergency Preparedness for SMART Scholars

The SMART Program is pleased to have been able to fully re-stock our pantry as we work to support our students during the national emergency from a donation made by the Metro Detroit AF-CIO. This is an ongoing partnership that assists with supporting our students as well as the community.



Continuing Education Enrollment Week Ending March 15, 2020

Downriver Campus
In Process

Curtis L. Ivery Downtown Campus
164

Eastern Campus
105

Northwest Campus
35

Ted Scott Campus
43

Mary Ellen Stempfle University Center
72

Division of Student Services

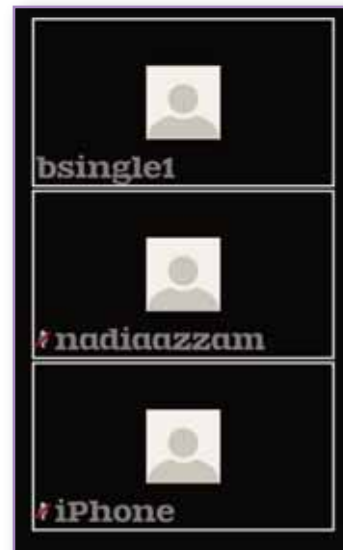


Keeping Staff Informed!



The Division of Student Services met to discuss providing seamless and efficient assistance to students, maintaining functional delivery of services and limiting hurdles throughout the registration period due to the COVID-19 health crisis. The Student Services webpage includes helpful information on navigating and addressing these concerns.

Using Technology - Staying Connected

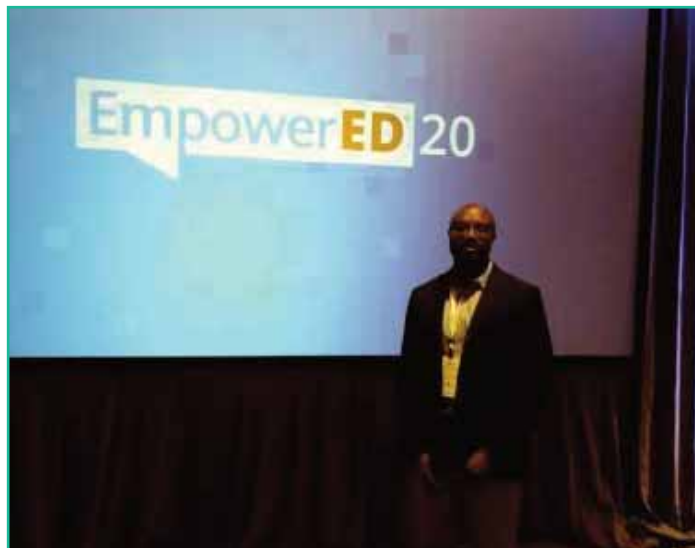


The Division practiced alternative modalities of meeting and communicating using zoom technology capabilities for a team meeting.

Division of Student Services



Financial Aid



Ronele Johnson attended the EmpowerED20 by CampusLogic Conference. The CampusLogic product will be used by the District Financial Aid Office to enhance the student experience with financial aid document submission and processing.



The District Financial Aid Office hosted a Financial Aid Council Meeting.



Division of Educational Affairs

Adjunct Faculty Demonstrate Excellence in the Classroom



Instructor Dr. Titi Tamburi (Anatomy and Physiology) is an adjunct faculty member at the District. Dr. Tamburi has authored numerous articles in his field of study including a chapter on 'Genetics of Cerebrovascular Disease' for the Journal of Neurogenetics.

Note from a BIO 240 Student

"Dr. Tamburi is excellent. He gives out study guide tools every student needs to reach success in his course including critical thinking."

Instruction Support Students by Donating to the Pantry



Members of the District's MI-ACE Women of Color Collaborative team support efforts that remove barriers for students by donating to the Student Executive Council food pantry.



Division of Educational Affairs

District Liaisons for Faculty Support and Success



The Division of Educational Affairs has mobilized support planning teams to develop and execute strategies of support for faculty as we transition to alternative instructional methods. Diane Gonzalez, Allen Cosma, and CharMaine Hines have daily planning sessions including team members Oneka Samet operating remotely.

Faculty Demonstrate Resiliency in Support of Alternative Instructional Model of Learning for Students

Faculty are stepping up to provide students with continuous learning in this time of unprecedented global challenges in operations related to the COVID-19:

"I am available to provide assistance including facilitating strategies for faculty operating in an online environment."

*Professor Bea Talpos
Political Science*

"Drs. Merchant and Madison are collaborating with faculty in Psychology sharing free conference call and other resources to help them."

"I am registered for the free webinars the District provided as a resource."

*Professor John T. Franco
Accounting*



Division of Educational Affairs

Learning Resource Center Digital Resources

LIBRARY CATALOG
ELECTRONIC RESOURCES
LEARNING TOOLS
FACULTY
FAQs
LIBRARY SERVICES

Wayne County Community College District
Libraries Databases

Remote Login Page

[Library Home](#)

Please log in with the first 5 digits of your WCCCD Library Card Number.

Login

Supported Browsers:
For this service to work correctly, you must use Internet Explorer 5.5 or Netscape 6.0 and above.

Downriver LRC
Downtown LRC
Eastern LRC
LRC Media Center
Northwest LRC
Ted Scott LRC

During this time as we monitor activities associated with COVID-19, WCCCD's Learning Resource Centers (LRC) digital resources are available. The LRC provides information literacy education, multimedia resources, and services to support the curricula offered by the District. These sources are available to meet the needs to students, faculty, staff, and administration.

Electronic Resources - These are databases with thousands of periodicals containing millions of full-text articles and citations. Many of the periodicals are scholarly journals.

- 1 ❖ General Databases
- 1 ❖ Specialized Databases
- 1 ❖ Citation Pages
- 1 ❖ Digital Collections
- 1 ❖ E-books
- 1 ❖ Multimedia- Films On Demand Link



Division of Human Resources



Data Reporting and Compliance Review

The Division of Human Resources (HR) is currently reviewing, reconciling, and auditing its processes, procedures and protocols for timely and correctly reporting for the District, state and federal compliance. HR with the interaction of the Division of Information Technology and the campuses, continues to work on reliable data management that is easily accessible and in a secured environment.

Weekly Reports

- ❖ Leave Time Usage Report
- ❖ New Hire Report
- ❖ FMLA report
- ❖ Position Control Summary
- ❖ Benefit Administration Report
- ❖ Personnel Action Notices
- ❖ Assignment Extended and Ending report
- ❖ Attendance Report
- ❖ Retirement and Separation Report
- ❖ Faculty Pool Report
- ❖ Faculty Seniority Report
- ❖ Home Base Report



COVID-19 Professional Development

The Division of Human Resources participated in a webinar titled "The Coronavirus in the Workplace."



Employee Benefit Summary
 EAP/Work-Life Program
6 Face to Face Session



1-800-847-7240

HMSA EMPLOYEE ASSISTANCE/WORK-LIFE PROGRAM

The Employee Assistance Program is a **confidential, voluntary** service that provides professional counseling and referral services designed to help you and your family members with personal, job or family related problems. Your EAP can help you and your family members identify, resolve and gain control over personal problems that may be interfering with work and daily life.

Services are confidential and free!

Some common concerns the EAP can help with:

- Stress, Anxiety, Depression
- Life Transitions
- Grief & Loss
- Divorce / Separation
- Conflict Resolution
- Substance Abuse
- Work-Life Counseling

DEDICATED TOLL FREE CRISIS LINE

- 24 hours a day
- 7 days a week
- 365 days a year

DIAGNOSTIC ASSESSMENT AND PROBLEM RESOLUTION SESSIONS

- Employees and Family Members are eligible to receive up to a total of 6 face-to-face (or telephonic) short-term problem resolution sessions per issue
- Referral services coordinated with existing health insurance benefits if long term treatment is recommended. *(deductibles and co-pay may apply)*

LEGAL CONSULTATIONS

- Employees / Family Members are eligible to receive one initial 30 minute office or telephonic consultation on an separate legal matters at no cost. (Employment Law excluded)
- If the attorney is retained beyond the initial consultation, a 25% discount will be applied.

FINANCIAL CONSULTATIONS

- Employees / Family Members are eligible to receive one initial telephonic consultation on separate financial issues at no cost.
- Consultation is generally limited to between 30-60 minutes.

ONLINE WORK-LIFE EAP RESOURCES

www.my-life-resource.com



Username: **hmsa**
 Password: **myresource**

ONLINE RESOURCES AVAILABLE

(but not limited to):

- Additional Legal and Financial Tools
- Financial Calculators
- Childcare
- Eldercare
- Health and Wellness Resources
- Health and Wellness Podcasts
- 1,000+ Articles
- Simple Will Preparation



Banner 9 Upgrade Project Weekly Update



The Banner 9 team, in collaboration with Melani Bender from the Division of Administration and Finance, held a navigation/orientation and requisition approval process session for campus presidents.



The team also held an internal status update meeting to discuss timelines, the Faculty Self-Service Focus Group and final stages of decommissioning Banner 8 for administrative modules.

Eastern Campus-Students in Action!



Introduction to HVAC and Hermetic Systems (HVA 100)

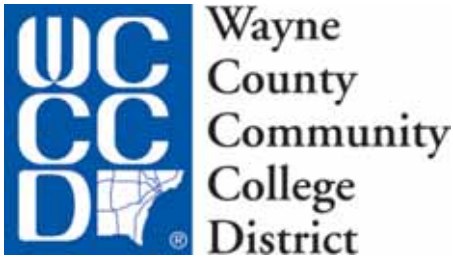
Students in Instructor Tracie McElroy's HVA100 class are brazing and soldering copper tubing.



Arc/Oxygen-Acetylene Welding (WLT 101)

Students in Instructor Law Battis' Welding Lab are observing a classmate grinding metal for her class project.

Chancellor's Weekend Memo



EDITOR: Julie Figlioli

CONTRIBUTING EDITORS

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

Mission

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

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.

