The Information Technology Department has formed an IT Asset Management Plan team that will carry out a major task in the assessment of technology equipment for the district. The team, headed by Solomon Asmelash, CAO of Information Technology, will be responsible for assessing the equipment needs of each campus including the District Administration Building. The main objective for this project is to standardize computer equipment to enable students to work in any student computer lab throughout the district, and to increase efficiency in computer maintenance. Additionally, standardizing all technology equipment for the district will assist information technology support services to deliver fast and accurate resolutions to technology problems.

This team is scheduled to hold weekly progress meetings. Members will be charged at the next meeting with the following responsibilities:

1. Inventory of all hardware and software.
2. Analyzing cost to replace obsolete equipment.
4. Researching best Asset Management tools.

During the past year, the Office for Institutional Effectiveness (OIE) implemented multiple projects aimed at supporting the mission of the District and its commitment to continuous improvement of instruction and services. Also, the OIE has provided leadership and assistance in areas of HLC-NCA self-study, assessment, and internal and external reporting.

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OUTLOOK TIPS & TRICKS

Outlook Public Folders
Public folders are an easy and effective way to collect, organize, and share information with others in your department or across your organization. You can use public folders to store any type of file or Outlook item. You can limit access to public folders by setting permissions. Each department on IT’s Exchange Server has a public folder under “Public Folders, All Public Folders, Administrative Department Folders.” You can create as many sub-folders under your department’s folder as you need, each with its own permissions. The computer-related issues contact person for your department is usually the owner of your department’s public folder (that person can assign permissions for your department.) If you are not sure who owns the public folder for your department, call the Help Desk at x2666.

IE 2007 Plans
During the forthcoming year of 2007, the OIE will focus its efforts in the following areas:

1. Work more extensively with District staff and campus leadership to implement projects and gather evidence for the HLC-NCA self-study.

2. Provide critical information to senior administrators for planning and decision-making purposes.

3. Continue to implement the District calendar of cyclical surveys.

4. Collaborate with District units to prepare timely, accurate, and user-friendly internal and external reports.

5. Work closely with faculty and the Assessment Council to strengthen the assessment of teaching and learning.

6. Support the District’s effort in improving communications through updating the Transparency Website, publishing newsletters and updates, and launching a new OIE website.

Quote of the Month:
“Education is not an act but a habit. The things you do most are the things you do the best.”

Marva Collins
What's Happening with Banner

BANNER FINANCE

1. The first draft of the Chart of Accounts (COA) has been successfully completed. All hierarchy reports have been submitted to Mohammed Mirza for review and revision.

2. All Finance tasks were reviewed and assigned to the appropriate users. The task logs were updated with the target completion dates, and submitted to the Vice Chancellor, Finance & Administration, Kim DiCaro. Furquan Ahmed and Homer Harvey, have been appointed co-leaders for the Banner Finance team.

3. The Microsoft Excel Spreadsheet tool for Budget Development has been successfully installed on the PC of Anna Yelencich.

4. The TEST database has been created. It will be available to users for testing, after the first draft of the COA is approved by Mohammed Mirza.

5. A map of the old account code to the new account code in Banner has been completed.

6. The Purchasing Department is in the process of updating and purging the vendor data.

PURCHASING - Electronic Data Interchange (EDI) Feature

This is a very good feature provided with SCT Banner Finance.

Electronic Data Interchange is the electronic transmission of business transactions in a standard format from one business entity to another. An EDI capable organization can generate and send information electronically to an EDI trading partner who can receive and process the data without re-keying it. EDI can help an organization to streamline its business processes by avoiding mail delays, increasing efficiency and reducing errors.

SCT Banner interfaces to EDI.Smart providing the ability to generate EDI transactions from Banner application data.

The Banner Finance module includes a purchasing interface to EDI.Smart with the capability of generating electronic purchase orders and purchase order change documents between WCCCD and EDI capable vendors.

BANNER HAS BEEN UPDATED TO VERSION 7.3

Stay tuned for more updates in the next newsletter issue

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The Lighter Side of IT Support!

CUSTOMER: Hi, good afternoon, this is Becky, I can't print. Every time I try, it says 'Can't find printer'. I've even lifted the printer and placed it in front of the monitor, but the computer still says he can't find it...

TECH SUPPORT: Your password is the small letter "a" as in apple, a capital letter V as in Victor, the number 7.

CUSTOMER: Is that 7 in capital letters?

CUSTOMER: I can't get on the Internet.

TECH SUPPORT: Are you sure you used the right password?

CUSTOMER: Yes, I'm sure. I saw my colleague do it.

TECH SUPPORT: Can you tell me what the password was?

CUSTOMER: Five stars.

CUSTOMER: I have a huge problem. A friend has placed a screen saver on my computer, but every time I move the mouse, it disappears.

A woman customer called the Canon help desk with a problem with her printer.

TECH SUPPORT: Are you running it under windows?

CUSTOMER: "No, my desk is next to the door, but that is a good point. The man sitting in the cubicle next to me is under a window, and his printer is working fine."
Telling His Story

Before coming to work for Wayne County Community District, Clarence Madison worked for 3 years as a Programmer Analyst for the City of Detroit. He began working at WCCCD in April 2006 as a System Support Specialist in the IT department. He also serves as Coordinator of Institutional Research and Assessment.

Clarence graduated from Wayne County Community College District in 1996 with an Associate of Science in Computer Information Systems, and later matriculated to Davenport University, where he received a Bachelor of Business Administration Degree with emphasis in Computer Information Systems. So far his tenure at the college has been a rewarding and challenging one. In his current position, he enjoys working with Dr. Bin Ning who is providing excellent learning opportunities and new professional challenges.

He is married to Precious Madison and has two wonderful children; Clarence Jr. and Precious. Clarence says, “I feel obligated to work as hard as I can because it is a blessing to work for an institution that has assisted me educationally and professionally.” He plans to complete his MBA in Strategic Management and someday teach at WCCCD “and give back to the institution that has been the bedrock of education in the State of Michigan and abroad.”

EXECUTIVE HAMMOCK
It’s tough at the top, especially when you’re asleep. If brown is the new black and staying in is the new going out, sleeping is most definitely the new working. It’s all well and good saying you’ll “sleep when you’re dead”, but why wait? With Executive Hammock you can have 40, 50 or even 500 winks whenever and wherever you like. http://www.firebox.com/index.html?dir=firebox&action=product&pid=538

OJO PERSONAL VIDEO PHONES
Connecting people like never before. The revolutionary new telephone that allows you to talk face-to-face with friends and family. Feel the warmth of a smile. Catch the twinkle of any eye. It’s just like being there. http://broadband.motorola.com/consumers/products/ojo/

GLOBAL WARMING MUG
Each mug is covered with a map of the world. When you pour in a hot beverage, the mug shows what happens when the world heats up and the oceans begin to rise... Land mass disappears before your very eyes! http://www.wackyplanet.com/glwadimug.html

HIS AND HERS KEY HOLDERS
Everyone knows that one special person who can absolutely never find their keys. You’ve gotten those 1 AM phone calls when they’ve locked themselves out and you’ve seriously considered just stapling their keys to their hand. Fear not! This funky yet functional gift will put an end to lost key fiascos forever. If you know a dynamic duo of key leaving and losing you can get them a matched set to stop them from accidentally grabbing the wrong set. The key holders attach easily to a wall and come with a special key to attach to their key ring http://www.perpetualkid.com/browseproducts/HIS-AND-HERS-KEY-HOLDERS.HTML

ILLUSION BOOKENDS
Tired of your books lying in a pile on the shelf, screaming to be properly displayed? Or are they being held up by those cheezy metal bookends? Come on, even though you’re a Perpetual Kid, we know you really don’t want that classic dorm look now that you’re not in college. Contrary to what you say, you really do want to impress your friends. The illusion of the man walking through your book collection is sure to impress even your toughest critics! http://www.perpetualkid-blog.com/