

# Chancellor's Weekend Memo



December 12-18, 2020 Weekend Memo 1272

## ~Toys for Joy~Holiday Giving



### Chancellor's Holiday Message to the WCCCD Family

I extend to all the members of the WCCCD family—students, faculty, and staff—my very best wishes for a joyful, restful, and safe holiday. As we end 2020 in the middle of a global pandemic, we need the timeless message of love, hope, peace, and good will more than ever. 2020 has been the most disruptive, anxiety-producing, and exhausting year in our lifetimes from both personal and professional perspectives, and yet as a WCCCD family we persevered and stayed on course. The WCCCD spirit of resolve, resilience, compassion, and hopefulness shined through the darkness. As we end this tumultuous year, my attitude is one of gratefulness to all those who created a healthy and safe campus environment for students, employees, and guests, and assured the continuity of WCCCD's programs, services, and operations.

To read the full message, please visit the WCCCD website or use this URL:  
<http://www.wcccd.edu/pdfs/2020/ChancellorsHolidayMessage2020.pdf>

# ~Toys for Joy~

Curtis L. Ivery Downtown Campus and the Division of Educational Affairs

Antioch Learning Center and Catherine Blackwell Institute



# Community Gift of Giving from Faculty and Staff



# Community Gift of Giving from Faculty and Staff



# WCCCD Masks Up!





## COVID-19 Special Unit Taskforce

WCCCD continues to keep abreast of how community colleges across the country are responding and adjusting to the COVID-19 environment and impact on their institutions:

- COVID-19 plans, protocols, and processes at Cuyahoga Community College in Cleveland, Ohio (known as Tri-C) are managed by Tri-C's Office of Compliance and Risk Management. Tri-C has had a surge of cases in the fall semester and has instituted a self-monitoring process using a health assessment and self-quarantining process. Special events such as the January faculty colloquium will be held remotely.



## COVID-19 Screening Continues District-wide

### Mask Up, Mask Right

<p><b>✓ Right</b> What to wear</p>  <p>Three-layered washable cloth mask</p>  <p>Three-layered medical-grade disposable mask</p>  <p>Approved KN95</p>	<p><b>✓ Right</b> How to wear</p>  <p>Secured over the nose and mouth</p>  <p>Tightly fitting without gaping</p>	<p><b>✗ Not right</b></p>  <p>Neck garter or loosely tied bandana</p>  <p>Mask with vents</p>  <p>N95 masks intended for healthcare workers</p>  <p>Face shield worn without a mask (except for individuals who cannot medically tolerate a face covering)</p>  <p>Noticeable gaps, holes or vents</p>
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#### Need help getting a mask?

Residents can pick up a free mask from partner sites across the state, including most local DHHS offices and Community Action Agencies. Find a distribution site at [Michigan.gov/MaskUpMichigan](https://www.michigan.gov/MaskUpMichigan) or call the COVID-19 hotline at 888-535-6136.



# Division of Human Resources

## Year-end Employee Handbook Review

An Employee Handbook acts as a valuable communication piece for both employers and employees. WCCCD's Employee Handbook is a valuable tool that be found on the Human Resources webpage at <http://www.wcccd.edu/dept/pdf/HR/employeehandbookwcccd.pdf>

As a part of ongoing self-audit, HR reviews the handbook on continuous basis, currently we are reviewing the following:

- Time and Leave Policies
- Overtime Policies
- FMLA, FFCRA Policies
- Tuition Waiver and Reimbursement
- Employment Verification
- Employee Appraisal
- Wage-and-hour obligations under the FLSA
- Remote Working Guidelines



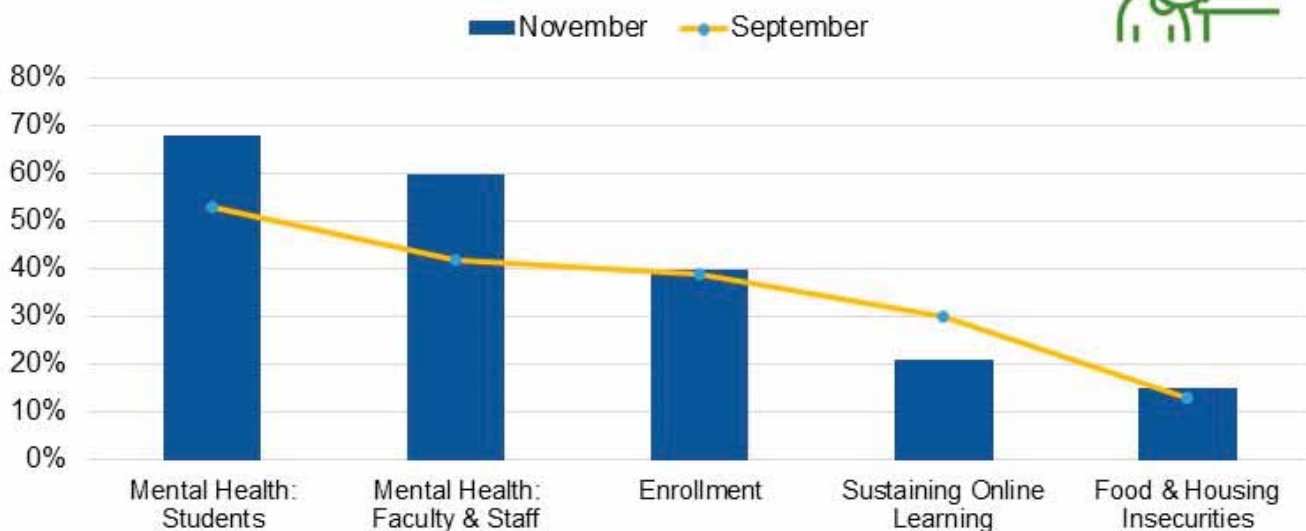
## Faculty Files~Year-end Review

Faculty files and assignments are currently being reviewed in preparation for the Spring 2021 semester.

## Division of Institutional Effectiveness Mental Health Concerns Amid COVID-19

The Division of Institutional Effectiveness (IE) conducts local research to assist the District with improving the programs and services offered to students. According to the American Council on Education (ACE), who conducted the Pulse Point Survey, indicated that college and university presidents are growing increasingly concerned about the mental health of their students due to the long-term impact of the COVID-19 pandemic. ACE is a membership organization that mobilizes the higher education community to shape effective public policy and foster innovative, high-quality practices. Below you will find some pressing issues facing college and university presidents due to COVID-19 in September and November of 2020 per their responses to the Pulse Point Survey conducted by ACE:

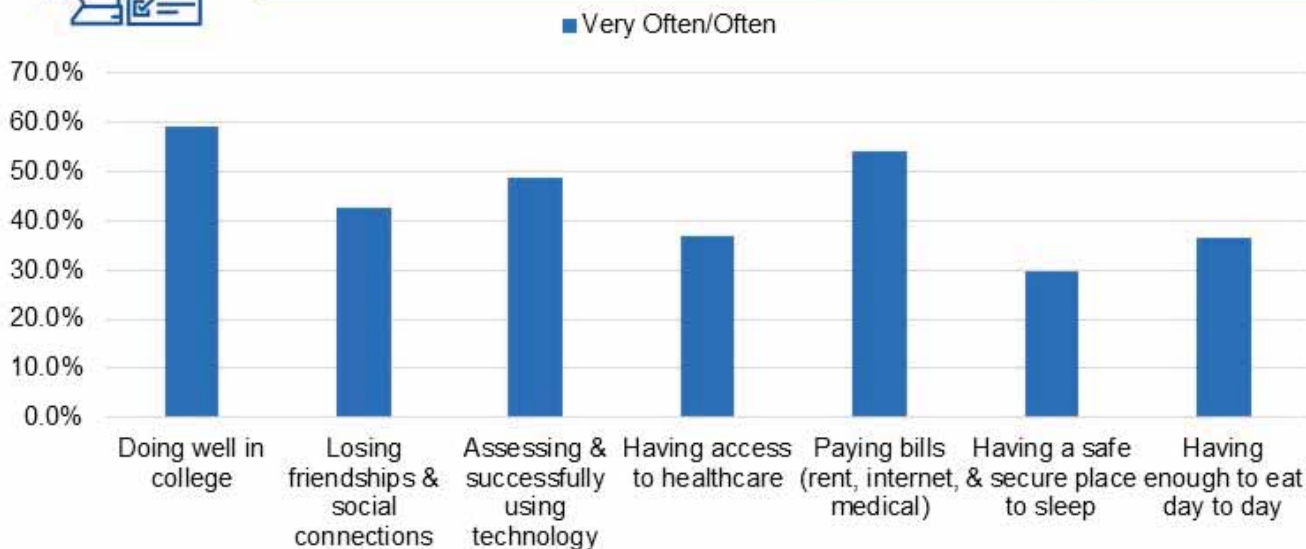
**According to ACE nearly 70% of college and university presidents identified student mental health among their most pressing issues due to COVID-19.**



Source: <https://www.acenet.edu/Research-Insights/Pages/Senior-Leaders/College-and-University-Presidents-Respond-to-COVID-19-2020-Fall-Term-Part-Two.aspx>



**IE in conjunction with WCCCD college presidents recently conducted the Welcome Back Student Experience Survey, where students were asked "how often do they worry about the following?"**





# Talent and Economic Development



## Team Wellness Tour

Partnership Between WCCCD and Team Wellness

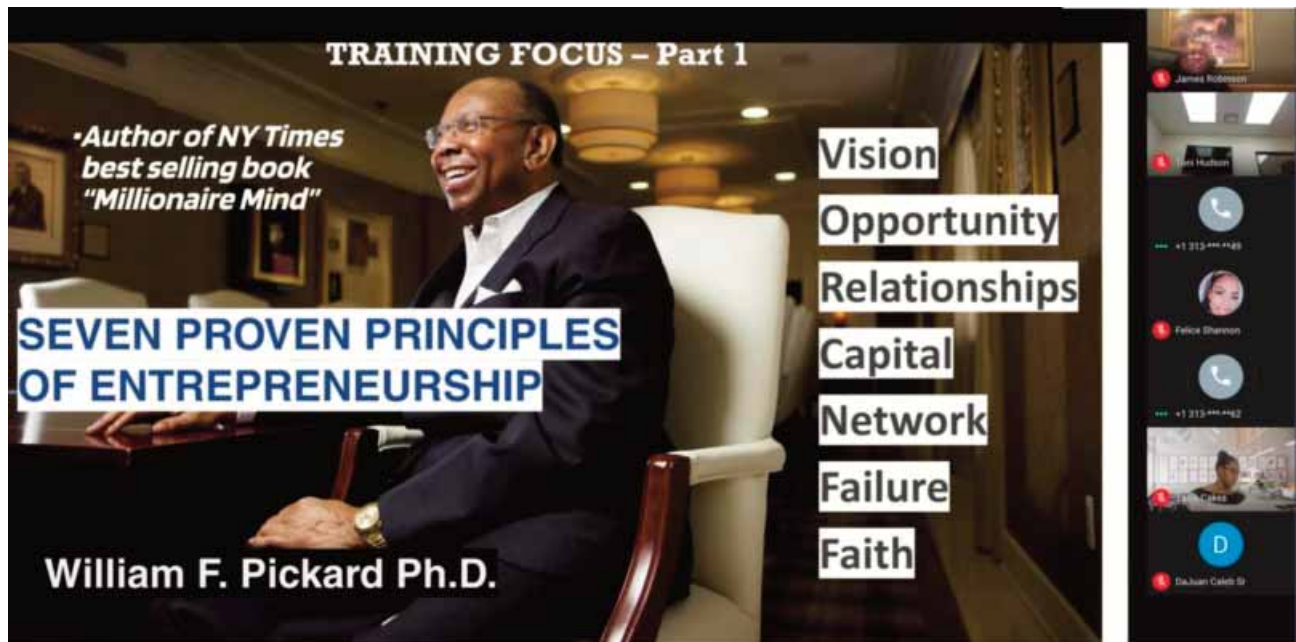
The plan is for collaborative partners led by Rainbow Push/Citizenship Education Fund and providers such as Team Wellness, TW 2, BEMFA, RHEMA Senior Health Services and others to expand service access and availability. This will include providing community wellness/mental health programs, continuing education, life-long learning, skill training, job attainment, and career and technical education programs.





## Detroit at Work Entrepreneurship Program

The last session of the WCCCD/Detroit at Work Entrepreneurship Program featured a presentation by Dr. William Pickard, one of America's most successful entrepreneur, author, and business leader.



Dr. Pickard's message followed his *New York Times* best selling book "*Millionaire Moves: Seven Proven Principles*," which has been used in WCCCD's Entrepreneurship training programs since its 1st edition in 2019.

The seven principles shown above according to Dr. Pickard can help any entrepreneur or business owner grasp the nuances of starting or growing a successful business.

Among his favorite advice to students of entrepreneurship is:

1. "Let nothing stand in your way!"
2. "America offers anybody the opportunity to start, grow and sustain a business anytime, anywhere!"
3. "Connect to a great school like WCCCD, learn, network, and put the work in to make it happen!"
4. "Failure is not 'fatal' and success is not 'final!'"



# The School of Continuing Education



The School of Continuing Education hosted a Holiday Cyber Safety Workshop with Wanda Hudson. Participants learned how to protect themselves and their personal information online. This workshop covered the do's and don'ts of online shopping and what to do if your personal information is stolen.

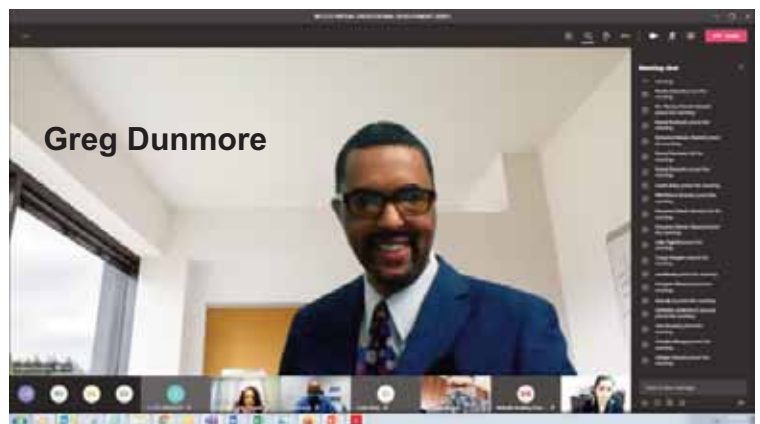
**PLEASE PAY ATTENTION:**

- According to the Insurance Information Institute, there were 1.4 million instances of identity fraud in 2018, with consumers losing \$1.48 billion, an increase of \$406 million from 2017.

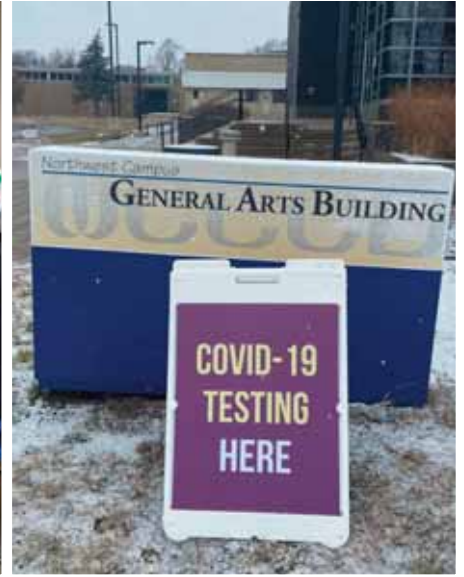
**Holiday Cyber Safety**  
Waco County Community College District  
Continuing Education

## Virtual Pathways for Success Series

This week, the School of Continuing Education presented a virtual workshop on “Commitment: Staying the Course.” The workshop, part of the Pathways for Success virtual professional development series, examined ways to think about the importance of making a commitment and increasing the odds of follow through.



# WCCCD Partnership with the Michigan Department of Health and Human Services Continues at the Northwest Campus for COVID-19 Testing and Flu Shots





# Michigan Institute for Public Safety Education

## Rapid EMS Ambulance Driver Training



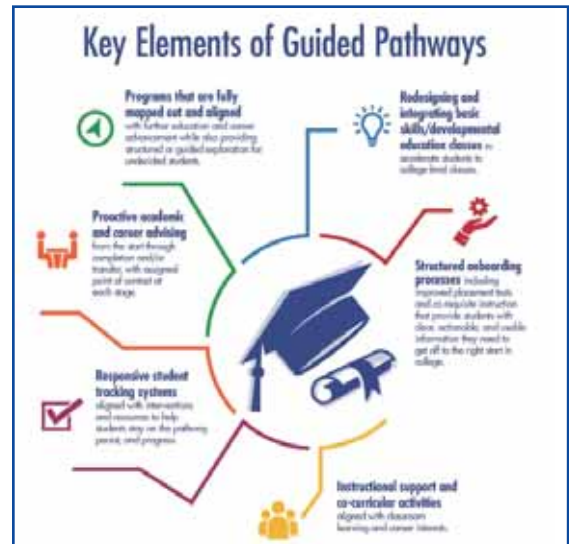
## Professional Development Safety Talk



# Division of Student Services



## Student Services Functions



Academic advising helps students stay on their path. This is an integral Division of Student Services support function. Providing ongoing, intrusive advising, systems for students to easily track their progress through Webgate and DegreeWorks; systems/procedures to identify students at risk and provide needed supports utilizing our 24-hour counseling support service. Redirecting students who are not progressing in a program to a more viable path through academic advising and assessments fulfills the criteria of Pillar III of Guided Pathways.

## Student Success



Some staff received training on the implementing support services and programs for students. This will enable them to achieve their short and long term educational goals.



Brian Singleton and Unbreen Amir participated in a Zoom Reconnect Town Hall meeting sponsored by the Michigan Community College Association and the Michigan Department of Labor and Economic Opportunity to discuss the Michigan Reconnect Program. The program will provide a tuition-free pathway to adults age 25 and older to obtain an associate's degree or postsecondary certificate.

# Division of Student Services



## Professional Development

Staff participated in leadership training with Dr. Christine McPhail, national coach and recognized leader in higher education. Staff explored leadership strategies for supporting students during a pandemic as Dr. McPhail gave a national perspective on best practices.

## Student Success



The Division continues to find new ways of recruiting international students within the United States since most U.S. embassies are still closed. Yesterday, we welcomed Ibrahim Altai to the WCCCD family for the Spring 2021 semester.



Students will have another month of relief from repaying their loans as the Department of Education has extended the forbearance period to January 31, 2021.



## Adult Education Spring 2021 Registration and Orientation

# Division of Student Services



## Career Planning and Placement



The Career Planning and Placement team met with representatives from Michigan Rehabilitation Services. The focus of the meeting was to discuss partnership possibilities that would enable eligible students obtain and maintain competitive employment.



Former 2018 WCCCD Men's Basketball Player, Casey Nwamba, received his degree from Wayne State University this Fall 2020. Congrats. Go Wildcats!



Diane Hines, Phi Theta Kappa Vice President, participated in the regional speaker series "An Evening with Mike Domitrz."



Dr. Tammy Anderson assisted students via phone in completing their PTK scholarship application. A committee will review the finalized applications for nomination submission.



From Kim DiCaro, WCCCD Deputy Chancellor/CFO



## SPOTLIGHT ON...

Last week the District submitted its required Audited FY 2019-2020 Financial Statements to our WCCCD Board of Trustees for approval and submission to external agencies. Our independent external auditors, Gregory Terrell and Company worked with our General Accounting Team over the last several months to prepare yearend financial statements in accordance with generally accepted accounting principles, including the design, implementation and maintenance of our internal controls for the accuracy of financial statement presentation.

Throughout the audit process, the audit team reviews and obtains audit evidence to provide a basis for their audit opinion. The Audit Opinion states that our FY 2019-2020 financial statements present fairly, in all material respects, the financial position of the District as well as the respective changes in financial position and cash flows for the audit year. Required supplemental financial statement information includes Management's Discussion and Analysis and Footnotes to the financial statements, providing summary supplemental info on the District's annual operating results.

In this supplemental information, we have included new financial summary notes on FY2019-20 effects on the budget from the COVID-19 Pandemic, including funding and established pandemic response planning through our Michigan Institute for Public Safety and HR COVID-19 Special Taskforce Unit.

Thank You to Gregory Terrell and Company as well as our General Accounting Team! The entire team worked together and adapted well to the circumstances and transition to a highly remote/virtual audit process.



# District Police Authority



## Now Available! Annual Security Report

WCCCD's 2020 Police Authority Annual Clery Security Report is now available. This report is required by federal law and contains policy statements and crime statistics for the District.

This report is available online at:

[http://www.wcccd.edu/dept/pdf/CS/2019\\_Clery\\_Security\\_Report\\_FINAL.pdf](http://www.wcccd.edu/dept/pdf/CS/2019_Clery_Security_Report_FINAL.pdf)

You may also request a paper copy from the District Police Authority Department.

## Additional Emergency Phones Installed



Members of the District Police Authority, Information Technology, Facilities and Administration have worked together to plan and install additional emergency phones at the Northwest and Curtis L Ivery Downtown campuses.



# Facilities Maintenance ~ District-wide



Our Facilities Team is in perpetual contact with the Chancellor's and Deputy Chancellor's Offices. This routine communication is so very important and integral to District-wide Alignment, especially due to the essential nature of our facility directors and maintenance operators. These weekly executive updates allow for real time notifications related to life/safety, branding/imaging and the functionality of our building



# Custodial Services Management





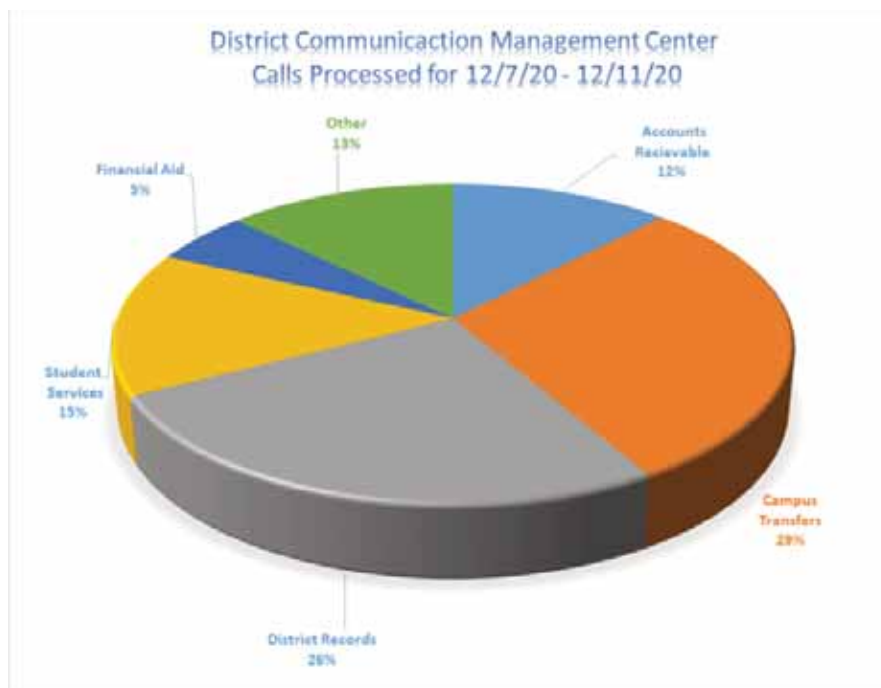
This week, the Website Redesign Taskforce participated in a Content Matrix Training and the third session of the Writing for the Web workshop series. Both sessions focused on topics such as:

- Writing tools for the web
- Creating a working website
- Content templates and model content
- Matrix and migration



## District Communication Management Center

The District Communication Management Center staff assists and disburses incoming calls District-wide. This graph represents a breakdown of how each call was processed.

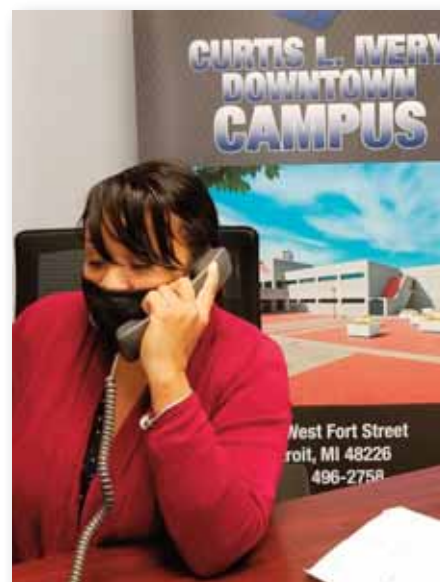




The “New Day, New Way Call Center” is now in week 26 and has responded to more than 18,000 calls!

The most common inquiries include questions related to registering for the Spring 2021 semester and being accepted into the Futures for Frontliners Program.

## New Day, New Way Initiative



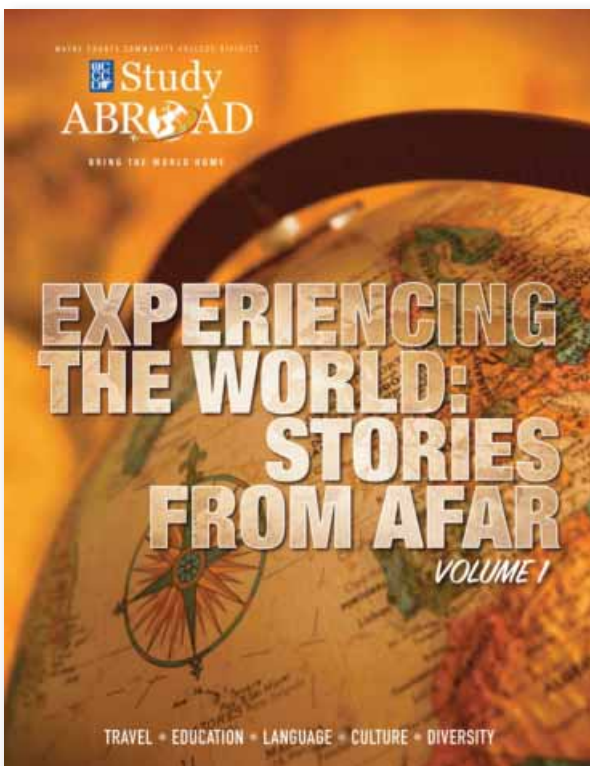
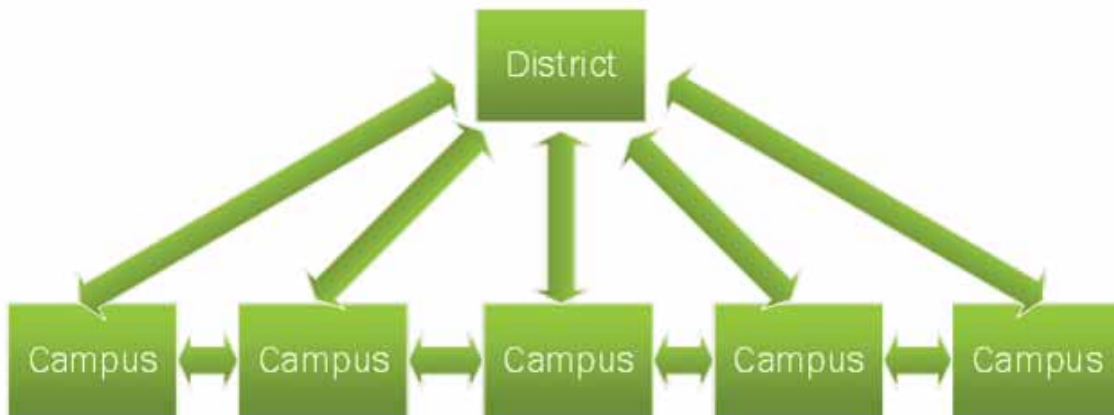
“The “New Day, New Way” customer service initiative has really helped increase my confidence and knowledge about the District. I am thankful to my colleagues who are extremely professional and knowledgeable.”  
~Maddinah Ahmed

Will Sampson’s favorite part of the initiative is “hearing” students smile. “You can feel genuine relief and excitement when a customer’s issue has been resolved.”

Michelle Edwards’ favorite part of working on the New Day, New Way Call Project is really being able to dig deep with the students. Her passion lies with helping students and making sure their needs are being met.

## Pathways to the Future IV Series

One of the operational excellence dimensions of the Pathways to the Future IV framework is District/campus alignment and communications. During the next five years, WCCCD's centralized/decentralized management model established by Chancellor Ivery will be continuously improved. Under Pathways IV, the upward (campuses to District), downward (District to campuses), and horizontal (cross-campus and cross-divisional) communications will continuously be improved.



## *Hot Off the Press!*

The first issue of “Experiencing the World: Stories from Afar” is a series of stories from our study abroad students.

To view the full publication, please visit  
[http://www.wcccd.edu/news/pdfs/Flavors\\_Magazine/Study\\_Abroad\\_Reflection.pdf](http://www.wcccd.edu/news/pdfs/Flavors_Magazine/Study_Abroad_Reflection.pdf)

## The Voice of Faculty Excellence

As the Vice Chancellor of the Division of Educational Affairs and my enduring commitment to the faculty and their learning environments, it is my pleasure to present to you “The Voice of Faculty Excellence.” ~ Dr. David Beaumont

### Courtney Atlas



Courtney Atlas has been instructing at WCCCD for 45 years. She is driven by the belief “teaching is a noble profession.” She further stated, “Each semester, every session provides an opportunity for me to learn along with my students. I am a ‘forever student’ always seeking knowledge!”

When reflecting back on her time teaching at WCCCD, Ms. Atlas shared what is most meaningful to her. “The most memorable experiences were the Dietetic Technology pinning ceremonies. Walking the path with students from homelessness, welfare, abuse and few opportunities to a college degree and first jobs with substantial earnings is a cherished memory. One graduate read her poem entitled ‘From the Cotton Fields to The College.’ She received her degree in her late sixties.”

When Ms. Atlas is not instructing students at WCCCD, she spends her time volunteering. She loves food science and is always analyzing food preparation; “the why” and “the how come.”

#### Instruction

- ❖ Began teaching part-time in 1975 in the Nursing Department
- ❖ Instructor for Dietetics and Allied Health courses

#### Education

- ❖ Bachelor of Science in Institution Management
- ❖ Registered Dietitian (RD)
- ❖ Master of Public Health in Nutrition
- ❖ Doctor of Philosophy (PhD) courses in Higher Education, Curriculum and Administration

#### Awards/Recognition

- ❖ Received 50-year recognition from The Academy of Nutrition and Dietetics in 2020
- ❖ Co-authored a textbook
- ❖ Received full academic scholarships for Bachelor, Master, and Doctoral level degrees
- ❖ As director of the WCCCD Dietetic Technology Program, the faculty was recognized for being awarded the first 10-year accreditation at WCCCD for an allied health program

#### Associations

- ❖ Alpha Kappa Alpha Sorority, Inc.
- ❖ Michigan Dietetics Association
- ❖ Grambling State University Alumni





## Division of Educational Affairs

### New Day, New Way

The Division of Educational Affairs is planning for the future. Finding an opportunity as we constantly rethink and reevaluate the academic schedule development model we have been using for years, the team is working on a yearly schedule development approach that will help clarify curriculum needs into the future. Knowing what is coming up annually, as opposed to just what courses will be offered in the very next term, will assist students and the student advisors helping them in planning out an effective and efficient academic path.



### Learning Resource Centers

Congratulations to LRC Coordinator Ronghua Luo for her retirement. Ms. Luo has been a dedicated and knowledgeable key staff member of the LRC administration and has worked closely with Stephanie Coffey this semester to offer virtual workshops and orientations. Ms. Luo has served as the Virtual Reference Manager for numerous years. We wish Ms. Luo the best in her retirement.



### Final Grades are Due!

Students are completing final exams this week and looking forward to the holiday break! That means it's now time for faculty to input final grades.

As a reminder, faculty can find helpful tutorials on the web page:  
<http://www.wcccd.edu/fs/pdf/FacOnlineGuide.pdf>



### United Nations International Day~Latin Grammar Schools Middle Eastern American Heritage



### Cultural Book Club

The Cultural Book Club discussed Dr. Mona Hanna-Attisha's book titled "What the Eyes Don't See."



## Nursing and Allied Health Virtual Pinning Ceremony Technical Support

The Division of Information Technology worked in collaboration with the Ceremonies and Rituals Committee, the Division of Student Services and the Health Science Center to support the virtual Nursing and Allied Health Pinning Ceremony.



## Email Phishing

The Division makes all efforts to prevent most unwanted or spam emails from our email system. However, we understand some malicious emails do infiltrate and target our user community to release user name, password or other private information.

We are asking everyone to be cautious, and to NOT click any links or attachments, even it comes from familiar names or sources, unless you are expecting it. If you are not sure, please call the source and ask if the email really came from the sender. The Division or the Helpdesk will not ask you to change your password or reveal any account information via email. Again, if you receive such email and you are not sure, please call the IT Helpdesk (313) 496-2666. Below are two examples of actual malicious email images:

UNDELIVERED MESSAGES SCAM



CHANGE YOUR PASSWORD SCAM



If you'd like to unsubscribe and stop receiving these emails [click here](#)

## DR. RANDALL MILLER SHARES LEADERSHIP THOUGHTS WITH EXECUTIVE TEAM



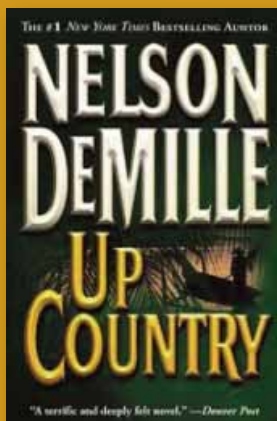
### The Heart of Leadership: Serving People

This final installment for 2020 of leadership tips from John Maxwell's book, *Developing the Leader Within You 2.0*, includes a summary of Chapter 7, "The Heart of Leadership: Serving People."

The key to serving people for any leader is to understand the concept of servant leadership. Zig Zigler, an American author, salesman, and motivation speaker known for his quotes about leadership said "you can get everything in life you want if you will just help enough other people get what they want." It is so important to create an environment of encouragement so members of a team can serve one another.

An extreme example of an environment of encouragement can be seen in the military model, with life and death circumstances as seen in the book and movie *Brothers in Arms*, where soldiers want to go back to combat to support their comrades. Even General George Washington, who lost a lot of battles in the Revolutionary War due to lack of men, food, weapons, ammunition, and clothing, knew how to create an environment of encouragement with his quiet manner. He was rarely negative and was a true war hero who led by example and was invincible in battle.

Ben Franklin, Mohatma Gandhi, Albert Schweitzer, Martin Luther King, Jr., and Nelson Mandela all spoke about the importance of putting service above self and that "the only people who will be really happy are those who have sought and found how to serve." An important tip is to understand that "servant leadership is all about the person you serve. To grow in effectiveness, you must value what is valuable to that person." When you improve yourself in areas that are important to the people you lead, you get better and you make the person you serve better. That becomes a great return on your investment in other people.



### Book Recommendation

Up Country

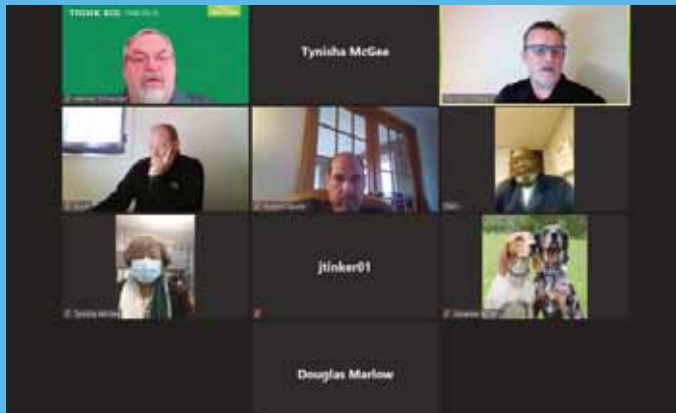
Written by Nelson DeMille

# Eastern Campus

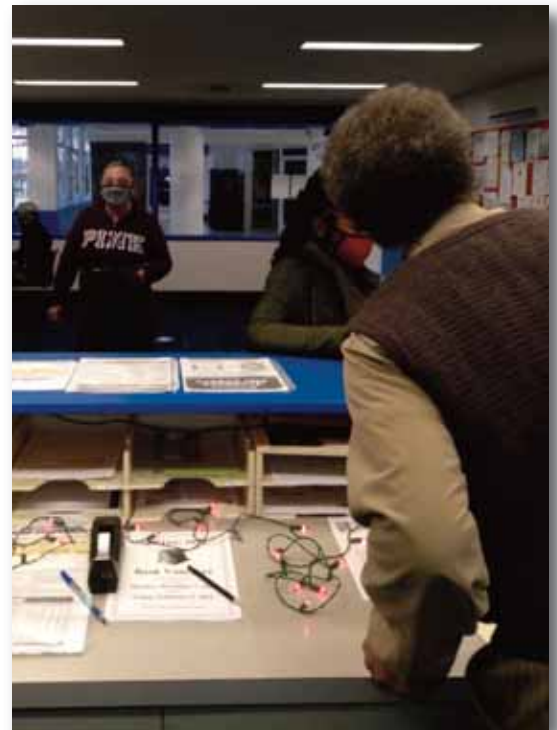
## TRENDS 2020 Virtual Technology Roundtables



### Information Technology/ Computer Information Systems



### Heating, Ventilation and Air Conditioning/Construction Trades



## Student Success





## Mary Ellen Stempfle University Center

## University Partners

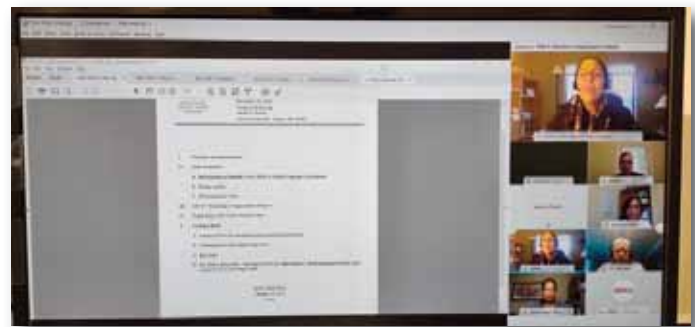
Dr. Harvey Dorrah and Denis Karic conducted a video conference with Professor Tanya Domina and Dr. Michael Mamp, Central Michigan University Fashion, Interior Design, and Merchandising, to discuss partnership opportunities for 2021.



## Downriver Campus

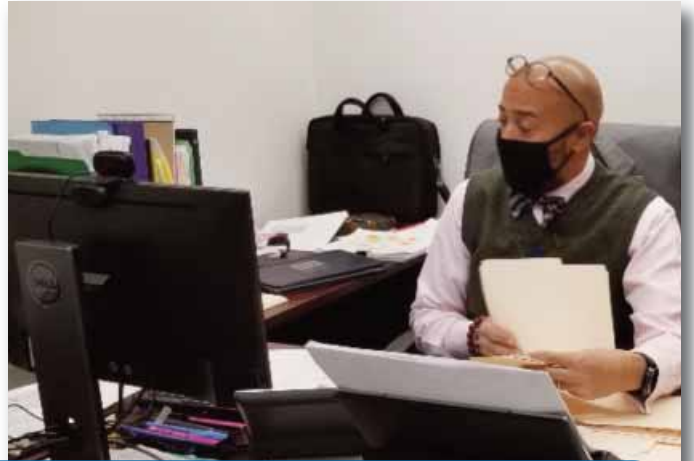


Muna Khoury participated in the virtual Michigan Presenters meeting.



Anthony Arminiak participated in the virtual Wayne County College Access Network meeting.

# Ted Scott Campus



Early Middle College Student Registration for Spring 2021



Perkins  
New Program  
Application  
Meeting



Student Success

# Chancellor's Weekend Memo



**EDITOR:** Julie Figlioli

## **CONTRIBUTING EDITORS**

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## **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**

WCCCD will be known as a premier community college and innovator in the areas of high quality academic and career education, talent development in support of regional economic growth, diversity and inclusion, and technological advancement.

## **WCCCD's Values Statements:**

- Supporting excellence in teaching and learning
- Honoring diversity
- Serving the common good
- Being accountable
- Operating with integrity

