

CHANCELLOR'S WEEKEND MEMO

January 12, 2007
Number 564

Let me begin by wishing all of you a happy and prosperous new year. In this issue of the Weekend Memo, you will note that we are starting the new year off with many exciting initiatives. At the top of the list is the addition of a new member to the Board of Trustees, Vernon C. Allen. On behalf of the entire WCCCD family, we extend a warm welcome.

The District is currently experiencing an exciting and critical growth phase and it is crucial that we define and adhere to a standard operating procedure to respond to inquiries or questions from the news media. To that end, all media calls to the District, the campuses or any individual staff should be immediately referred to Bassett & Bassett, Incorporated, our News Media Relations Department.

EXECUTIVE VICE CHANCELLOR

- ◆ District staff met with Donna Williams, Executive Director of the Vanguard Community Development Center, to discuss implementation of a partnership, funded by Skillman Foundation, for the District to provide on-line and face-to-face courses to concurrent enrolled students at Northern High School. The project provides funds for an innovative components that is designed to increase the academic performance and post-secondary participation rates of male students.
- ◆ The "Yes We Can" Teams are at the campuses and fully engaged in helping students move through the registration process. As we enter the final registration period we find that it will be critical to give the campuses the support they need in providing world class customer service. This is one initiative that consistently leaves a positive impression on the students and enables the campuses to reach above and beyond in providing that final touch of great customer service.

STUDENT SERVICES

- ◆ This week the Division of Student Services hosted the last of the Adult Education Orientations. Over 400 students will be enrolled in the Adult Education Program for the Spring 2007 semester. Classes will be taught at the Northwest, Eastern and Downriver campuses as well as at the Considine Center in Detroit. During the orientations students received an overview of the goals of the program and an introduction to WCCCD. At the conclusion of each semester, many of these Adult Education students will matriculate into one of WCCCD's career or transfer programs.
- ◆ Despite the holiday season festivities, WCCCD's recruitment calendar continued to reflect a high level of activity. During the months of November and December, the District attended 11 community outreach events where prospective students were seen and given information about enrollment for the Spring 2007 semester. Included were college/job fairs at Youthville, the City of Detroit, St. John's Health Fair, Ferndale Adult Education Fair and other events hosted by community and faith-based organizations. Additionally, we attended 16 college fairs hosted by local DPS and charter high schools.

INSTRUCTION

- ◆ Congratulations to Ms. Ella Davis, Discipline Facilitator for English, on being selected by McGraw-Hill for a faculty development seminar in Jacksonville, Florida. Ms. Davis was selected as one of 15 instructors who teach Developmental Writing at colleges and universities from across the country. The seminar will focus on the challenges faced by faculty and students, best practices from other colleges and how the publisher can contribute to producing learning materials to assist in the teaching and learning process.

ADJUNCT FACULTY

- ◆ On Saturday, January 13th, WCCCD will host its Spring 2007 Faculty Orientation Day (FOD) at the new Northwest Campus (Ward Conference Center) on Outer Drive. Faculty will have an opportunity to mingle prior to the event's morning kick-off as well as become familiar with one of their newest teaching locations for WCCCD students. The event will be held from 8:00 a.m. to 4:00 p.m. In addition to Saturday's event, each campus will host their own orientation day for faculty on Friday, January 19, 2007.

CAREER PROGRAMS

- ◆ The District is committed to facilitating student success in reaching professional and career goals. Knowing that students frequently enter post-secondary education with a wealth of knowledge and experiences, it is important that WCCCD allow these experiences to be transferred into academic credit. According to the American Council on Education, offering prior learning assessment credit often motivates students to enroll in a formal post-secondary program of study. Tamara Williams has collaborated with Continuing Education to develop a prior learning assessment service for Spring 2007. This service will provide assessment of student portfolio information and translate it into academic credit.
- ◆ In December, all of the dental hygiene students who took the Northeast Clinical Dental Hygiene Board examination at Ohio State University passed with an overall average of 95%
- ◆ Dr. Debraha Watson has been asked to be on the Planning Committee for a Higher Education Summit planned for Spring 2007. Creating and enhancing the abilities of foster care youth and alumni to attend college with all of the appropriate supports in place is a key part of the Transitioning Youth Task Force and the National Governor's Academy on Transitioning Youth Initiatives. To that end, a "Summit" has been suggested as a means to raise awareness and increase participation.

DISTANCE LEARNING

- ◆ Student retention in distance learning courses is closely linked with the ability for students to receive technical support when they need it. Weekly reports identify evenings and weekends as the heaviest periods of usage of our Blackboard course management system. To provide enhanced customer service to students, WCCCD has launched 24/7 by 365 technical support for online and live interactive online courses. Through a customized portal available via the Internet, students and faculty may call, request a virtual chat or open an electronic ticket anytime anywhere. In addition, the portal contains information in a knowledge base on commonly requested topics, such as logging in to Blackboard. This support will help the District meet the growing demand from our students and faculty for technical support at a convenient time.

LRC

- ◆ College and university librarians have collaborated to develop a checklist for a common understanding of the competencies students should master during their college years. The checklist is intended to be a succinct list of essential competencies. The checklist is also intended to encourage collaboration among libraries serving two- and four-year institutions and also serve as a resource for planning and assessing information literacy programs. This checklist can be accessed from any of WCCCD libraries at <http://www.topsy.org/infocomp>.

INSTITUTIONAL EFFECTIVENESS AND INFORMATION TECHNOLOGY

- ◆ The Information Technology department had a demonstration of the Altiris Service-Oriented Management Solutions software. The Altiris software arms organizations with the necessary tools to better control and manage all areas of a network, including hardware, software compliance and licensing, enforceable system security, server infrastructure, service desks/helpdesks, and asset management, to name a few. The IT department is excited about many of the benefits that this software will provide; especially features that allow IT to easily track computers that are moved, monitor critical systems and network nodes that may become disconnected, and the ability to monitor software installed on computers at any point in time with the authority to remove unauthorized software. Nonetheless, the IT staff is most impressed with being able to "remotely" install software applications to various campus locations "simultaneously."

ADMINISTRATION AND FINANCE

- ◆ The Administration and Finance division is currently preparing for year-end tax operations. These operations include printing and mailing out employee W-2's, the vendor 1099, and the student 1098-T tax forms. District employees should contact the payroll department for questions regarding W-2 forms. Any questions on the vendor 1099 or student 1098 forms should be directed to the Administration and Finance division (313) 496-2532.
- ◆ Over the holiday break, staff and administrators from the Finance, Human Resources and Information Technology departments as well as from my office met on several occasions to finalize a critical staffing and organizational chart review process. This process was both a final step and a continuation of efforts to keep tight control of staffing expenses as well as provide a detailed analysis on the future staffing needs of the District. Every single position within the District was reviewed and scrutinized to assure that accurate data was being utilized. As a result of this process, the role of the Human Resource Council has been expanded to include reconciliation of data and review of staffing levels and patterns. In addition, a detailed plan outlining future District needs for faculty is being finalized by the academics division.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

- ◆ Andy Steeby and Jerry Brohl conducted an American Heart Association Instructor Update at the Michigan Institute for Public Safety Education. This update included the 2005-2006 Annual Report, 2006-2007 Regional Committee Goals, Instructor Network, Self Directed Learning Programs, Core Instructor Course, and new CPR guidelines. The Core Instructor Course is a newly developed course for teaching CPR providers to become instructors. The emphasis on this course is that now it deals strictly on teaching methodologies and does not include any CPR provider material. Matt Green held an EMT Program Paramedic Clinical Orientation at Michigan Institute for Public Safety Education. During this orientation, paramedic students are provided an updated on current blood borne /airborne pathogens and universal precautions.
- ◆ Corporate education programs are becoming more strategic and placing greater demands on education partners. They are managing tuition assistance programs as they are now being viewed as a strategic investment, as noted in a recent article in Workforce Management. A set of selection criteria for potential education partners which must be met in order for corporations to fund their tuition assistance programs has been created. A survey of North American chief learning officers revealed their top five criteria for selecting a college partner. They are: customized training, which may result in new accredited programs to fit industry needs; innovation in design, delivery and an addition of new services for families of employees eligible for tuition assistance; creating "hard" business metrics to justify continued support of tuition assistance programs; flexibility in working with corporate partners with a focus on exploring eligibility of corporate training programs for possible college credit; and the brand of the college and the quality and cost of the programs created for a corporate audience.
- ◆ "One D: Transforming Detroit," a collaboration of the Cultural Alliance of Southeastern Michigan, the Detroit Metro Convention and Visitors Bureau, Detroit Regional Chamber, Detroit Renaissance, New Detroit and the United Way for Southeastern Michigan, was presented at the Executive Committee meeting of the Detroit Workforce Development Board. Reginald Witherspoon reported that the group is compiling a unified blueprint for transforming the region based on a variety of assessments. The group has also developed a list of strategic priorities, and among these priorities is "Securing a Strong Future Talent Base" for the region. This priority includes creation of internships, support for area colleges and universities to promote STEM curriculum, K-12 career awareness programs, identification of high demand careers and skill sets, and support for apprenticeship and other training directed to non four year college bound youth.

GOVERNMENT RELATIONS

- ◆ The 94th Michigan legislature convened this week with the Democrats controlling the House of Representatives by a margin of 58 Democrats to 52 Republicans. The new Speaker of the House is the Honorable Andy Dillon D-Redford. The Michigan Senate composition is controlled by the Republicans with a margin of 21 Republicans and 17 Democrats with the leadership of the Senate Majority leader being the Honorable Mike Bishop R-Rochester Hills. Challenge is abound particularly in the areas of Budget and Taxes as the State forecast a 1.2 Billion dollar deficit over the 2007 and 2008 fiscal year

CAMPUS PRESIDENTS' CORNER

- ◆ The Downtown Campus welcomed our international students to the U.S. with a very valuable orientation. During this session, students received their student ID number to access online and many other services. Items discussed included an overview of WCCCD's tuition, fees, adding and dropping classes, international insurance information and immigration information.
- ◆ The Association of Black Judges of Michigan (ABJM) hosted its monthly meeting at the Downtown Campus. ABJM is celebrating more than 25 years of commitment toward fulfilling the goals and objectives of its mission. Specifically, and in pertinent part, the Association "exists for the education, encouragement and support of its members in their individual and collective efforts to achieve the following objectives: the eradication of racial and class bias from all aspects of judicial process, continuing judicial education in all areas of the judicial, providing information to and education of the public as to all issues involving the courts, involving the communities to improve the public confidence in our courts.
- ◆ With service to the community in mind, the Downtown Campus has partnered with the Salvation Army's newly opened Downtown Thrift Store. The Salvation Army actively sought out ways to take advantage of its location and after meeting with administration agreed it would be mutually beneficial to hire WCCCD students to staff the store.
- ◆ The Eastern Campus is engaged in an exciting endeavor that will lead to the transformation of lives and this community we serve. We set the Learning Center up as an on-line admission, assessment, advising and registration center with the capability to serve both new and returning students. We also set up a new information station to provide a first point of contact for persons entering the campus. It has fostered a customer friendly environment stocked with resources supporting the registration process and career programs. This is in addition to the career, continuing education and program information tables staffed in the atrium area of the campus.
- ◆ The Downriver Campus hosted the Boy Scouts of America, Huron District Cub and Boy Scout Leaders Round Table meeting. These leaders meet to discuss and plan various educational activities for Cub and Boy Scouts' within their District.
- ◆ The Downriver Campus hosted the Wayne County Heritage Chapter meeting of AARP. This has been a long standing relationship that this chapter of AARP has had with the Downriver Campus, and we are glad to be the site for their monthly meetings.
- ◆ The Downriver Campus hosted the Wayne County Mental Health Recipient Rights Training. This group leads and supports a community system that provides and manages an array of supports, service, care and treatment that honor choice and advance the quality of community life for adults with severe and persistent mental illness, individuals with developmental disabilities and children with severe emotional disturbances, their families and the community.
- ◆ Raquel Garcia Andersen spoke with Bob Biance of Trailer Tech regarding the organization needing to hire welder and diesel engine mechanics. He would like WCCCD to be a direct supplier of entry level welders and mechanics. We will be exploring fieldwork placement for Heavy Equipment Maintenance and also, future apprenticeship opportunities.
- ◆ Dr. Frank Dunbar attended the opening orientation session of Leadership 21, a leadership training and community awareness program of the Southern Wayne County Regional Chamber and the University of Michigan-Dearborn. During the program the 21 participants are exposed to a series of training modules where topics such as economics, healthcare, education, government and quality of life are explored and related to Southern Wayne County.
- ◆ Jo Ann Allen Nyquist attended the American Dental Association's Workforce National Coordinating Development Committee's Curriculum Committee meeting in Chicago. The purpose of the meeting was to move forward in developing the workforce model and curriculum for the new dental auxiliary -- Dental Health Community Coordinator. This curriculum will be piloted in 3 settings throughout the United States in 2007-2008.

PHYSICAL PLANT AND FACILITIES MAINTENANCE

- ◆ The year **2006** was an active year, we were successful in accomplishing many outstanding tasks. Some of our accomplishments and implementations were:
 - Improving the work order process
 - Implemented and developed a project production schedule.
 - Designed and implemented a Daily Preventative Maintenance Checklist.
 - Addressing and completing ADA concerns.
 - The renovation of the Downtown Campus Courtyard.

The department ended the year with moving the District Financial Aid Department to the Downtown Campus and renovating the 2nd and 3rd floors of the District office. All renovation and moves are scheduled for completion for the end of January 2007.