

PONTIAC CENTER
1994-96 Operational Plans

I COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places meeting the needs of all students as its first priority."

1.1 SITE OBJECTIVE: Increase the number of class offerings at Pontiac Center. We presently (Fall '94) have five credited classes on site.

1.1.1 STRATEGY: Work cooperatively with Auburn Hills Campus administration to ensure we gain maximum utilization of available instructional space at Pontiac Center.

EVALUATION CRITERIA: We know the available classroom space at Pontiac Center would allow for eight total evening classes during the Fall and Winter semesters. This includes two classes on Monday through Thursday evenings.

RESPONSIBILITY: Gordon May and Barbara Einhardt working together.

BUDGET IMPLICATIONS: None

INVOLVEMENT IMPLICATIONS: This strategy involves -----, It has been discussed with them.

1.2 SITE OBJECTIVE: To meet the needs of a wider range and more diverse population, the Center will develop and deliver three initiatives for alternative training options 1) non-traditional training for women, 2) Preparation for Technology training for those with lower than average skills, and 3) Independent training built on regular semester offerings.

1.2.1 STRATEGY:

- Collaborations with the Adult Resource Dept. will be utilized to bring services to Center clients
- Inservice with the counseling department to explain objectives of developing independent training packages
- An increased network of manufacturing employers will be established.
- Program planning with Auburn Hills Applied Technology Department.

EVALUATION CRITERIA: A minimum of 40 people will be targeted for enrollment with placement rates following training of at least 70% by the end of program year.

RESPONSIBILITY: Karen Pagenette/Sharon Miller/Shelley Starr-Kaye/Pamela Janczarek

BUDGET IMPLICATIONS: Special funding will be utilized

INVOLVEMENT IMPLICATIONS: The Applied Technology Dept. at AH and Counseling/Academic Support Coordinators Departments at all campuses. Discussion has taken place.

1.3 SITE OBJECTIVE: Coordinate & deliver Placement and Cooperative Educational Services to students and Alumni

1.3.1 STRATEGY: Continue to provide services such as: pre-employment skills, job search/location, application preparation, resume development, interviewing & network development, on campus recruitment and development of co-op work sites

EVALUATION CRITERIA:

- Generate and Distribute Dept. Annual report
- Monitor employer and labor force feedback

- Review and analyze student and graduate follow-up reports

RESPONSIBILITY: ADM.- Gordon May, MGT.- Sally Kalson, Cooperative Education Coordinator, MGT.- Willie L. Lloyd, Director, Placement & Co-op, CLERICAL- Tammy Roy (F.T.), Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other departments & office groups.

1.4 SITE OBJECTIVE: The Oakland Literacy Council will develop a student incentive program and a learner support group

1.4.1 STRATEGY:

- Local businesses will be identified and solicited for contributions
- Criteria and implementation plan will be developed for incentive program
- Workshops based on students concerns will be planned and presented

EVALUATION CRITERIA:

- Learner incentive program will begin in January 1995
- Learner support groups and English as a Second Language clubs will be started in specific communities by January 1995

RESPONSIBILITY: Cathryn Weiss, Executive Director; Monica Smith, Assistant to the Director; Anne Green, VISTA Volunteer; Nancy Geddes, Student Assessment Coordinator.

BUDGET IMPLICATIONS: N/A

INVOLVEMENT IMPLICATIONS: None

1.5 SITE OBJECTIVE: Work with the focus group of the College Wide Diversity Committee. Disseminate Committee findings to Pontiac Center staff

EVALUATION CRITERIA: Attendance and participation with Focus group and College Wide Committee. Information dissemination to Pontiac Center staff

1.5.1 STRATEGY: Participate with Committees. Inform Pontiac Center regarding activities and findings of the committee.

RESPONSIBILITY: Gloria Grady Mills

BUDGET IMPLICATIONS: Committee has budget resources through the office of Jim Warner

INVOLVEMENT IMPLICATIONS: None

II COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that fosters trust and mutual respect among all members by means of open, effective communications and ethical behavior."

2.1 SITE OBJECTIVE: Each CDW staff member will commit to attend at least two professional development activities for better communication and/or ethical behavior or a combination of one professional activity and one concept sharing presentation at staff meetings based on readings and personal experience.

2.1.1 STRATEGY: Each staff member will survey opportunities and share information for appropriate activities.

EVALUATION CRITERIA: An inventory of participation will be reported to supervisor during performance review sessions.

RESPONSIBILITY: Karen Pagenette, Pamela Janczarek, Tracey Resendez, Sharon Miller, Lynn Bowman, Shelley Starr-Kaye, Madelyne Bernard

BUDGET IMPLICATIONS: Special funding budget should be sufficient

INVOLVEMENT IMPLICATIONS: None

2.2 SITE OBJECTIVE: Disseminate and publish information on services available to students, alumni and employers.

2.2.1 STRATEGY: Review and update publication material such as: brochures; Communicate: A Student Job Search Guide, Student Employment-Pocket Resume, Placement Services Newsletter.

EVALUATION CRITERIA: Compare and monitor performance statistics from program data and compare to professional standards.

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator; MGT-Willie L. Lloyd, Director, Placement & Coop; CLERICAL-Tammy Roy (F.T.); Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: Strategy will require an ongoing interfacing with other department and office groups.

III COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that fosters and recognizes the contributions of its members to student social and intellectual growth."

3.1 SITE OBJECTIVE: Each CDW staff member will individually take responsibility to recognize special efforts made by faculty or other OCC staff who perform an outstanding service to a class member/(s) by sending a note or other mementos to such individual.

3.1.1 STRATEGY: Individual staff member will take responsibility for sending out a timely correspondence to faculty member, etc. and presenting information to other staff members.

EVALUATION CRITERIA: As recognitions are made by individual staff, this individual will make note at regular staff meetings, with eventual coverage in quarterly report put out by CDW.

RESPONSIBILITY: Karen Pagenette, Pamela Janczarek, Tracey Resendez, Sharon Miller, Lynn Bowman, Shelley Starr-Kaye, Madelyne Bernard

BUDGET IMPLICATIONS: Some funds will have to be put aside from general CDW funds to cover cost of cards and mementos.

INVOLVEMENT IMPLICATIONS: None

3.2 SITE OBJECTIVE: Produce and distribute a quarterly report to the College community which recognizes special contributions of faculty and staff and student achievements.

3.2.1 STRATEGY: Information will be gathered by Karen J. Pagenette. Lynn Bowman will assemble and arrange for printing and distribution.

EVALUATION CRITERIA: Four reports to be distributed quarterly with the first report to be produced in January 1995.

RESPONSIBILITY: Karen Pagenette, Lynn Bowman

BUDGET IMPLICATIONS: Printing charges will be covered from special funding.

INVOLVEMENT IMPLICATIONS: None

3.3 SITE OBJECTIVE: Conduct and Coordinate the Student Employee, and Cooperative Education Employer Support Award Program.

3.3.1 STRATEGY: Conduct Annual Student Employee Award Program, Conduct Annual Cooperative Education Employer Support Award Program

EVALUATION CRITERIA: Distribution of Student Employee Awards, Distribution of Cooperative Education Employer Support Awards

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator, MGT-Willie L. Lloyd, Director, Placement & Coop, CLERICAL-Tammy Roy (F.T.), Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other department and office groups.

IV COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that provides a dynamic, coherent, competency-based curriculum responsive to student needs with appropriate assessment to maintain professional standards and meet community expectations."

4.1. SITE OBJECTIVE: CDW will continue to provide programming based on local labor demands and seek feedback on the quality and appropriateness of its training programs.

4.1.1 STRATEGY: Continuous surveying of local employers and interaction with them to develop job specific curriculums and requests for evaluation from placement sites and students after each training completion.

EVALUATION CRITERIA: An annual report is issued by funding agency providing the resources which evaluates the Center's performance in meeting the goals for numbers of people trained and the placement rate for full-time employment. These reports will evaluate the Center's performance in meeting the numbers served as well as the placement rates achieved.

RESPONSIBILITY: Karen J. Pagenette, Sharon Miller, Shelley Starr-Kaye, Pamela Janczarek

BUDGET IMPLICATIONS: The Center must maintain a consistent level of funding from employment and training sources.

INVOLVEMENT IMPLICATIONS: Campus administration and faculty; discussion has taken place.

4.2 SITE OBJECTIVE: Provide support data as requested by departments and curricula areas.

4.2.1 STRATEGY: Provide ongoing support activities to departments and curricula areas by serving as a placement/coop subject matter expert on topics related to placement and cooperative education and the impact competency-based curriculum has on these areas.

EVALUATION CRITERIA: Submission of requested support data to departments and curricula areas.

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator, MGT-Willie L. Lloyd, Director Placement & Coop, CLERICAL-Tammy Roy (F.T.), Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other department and office groups.

4.4 SITE OBJECTIVE: The Oakland Literacy Council will continue to provide one-to-one tutorial instruction and individual assessment of adult learners.

4.4.1 STRATEGY: Students will meet with the Assessment Coordinator for assessment and orientation. Student progress will be monitored monthly and measured semi-annually. Staff will review instructional materials. Council will provide in-service training for tutors.

EVALUATION CRITERIA: Improved retention of Council students who've been assessed, Advisory Board Program Committee will review program and services.

RESPONSIBILITY: Cathryn Weiss, Executive Director, Monica Smith, Assistant to the Director; Nancy Geddes, Student Assessment Coordinator/Program Coordinator.

BUDGET IMPLICATIONS: N/A

INVOLVEMENT IMPLICATIONS: N/A

V COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that provides leadership and services to the external communities."

5.1 SITE OBJECTIVE: Maintain (and develop new) professional networks and relationships throughout Oakland County through community service activities and programs.

5.1.1 STRATEGY: As Program Chair of the Kiwanis Club of Pontiac, invite an array of community, business and organizational leaders to make weekly presentations. Discuss the many positive aspects of OCC to gain college supporters in addition to Kiwanian supporters.

EVALUATION CRITERIA: Detail the various individuals businesses and organizations added to the OCC Foundation donor list attributable to my efforts.

RESPONSIBILITY: Gordon May

BUDGET IMPLICATIONS: None

INVOLVEMENT IMPLICATIONS: None

5.2 SITE OBJECTIVE: Each CDW staff member will participate in activity with at least two external organizations and report any information which will allow the CDW and general College at large to become involved in the external community in a leadership role or in order to impact those issues which are in accordance with its mission and goals.

5.2.1 STRATEGY: Each staff member will be responsible for scanning the external environments to seek out appropriate opportunities. Reports will be made at regular staff meetings and to the College at large as necessary to complete objectives of activities.

EVALUATION CRITERIA: An annual inventory will be made at the conclusion of PY '95 and '96 of the various external relationships which have been built in the community.

RESPONSIBILITY: Karen J. Pagenette, Pamela Janczarek, Lynn Bowman, Sharon Miller, Tracey Resendez, Shelley Starr-Kaye, Madelyne Bernard

BUDGET IMPLICATIONS: None

INVOLVEMENT IMPLICATIONS: None

5.3 SITE OBJECTIVE: Develop and maintain external linkage with business/industry, social, professional associations and other educational institutions.

5.3.1 STRATEGY: Actively participate and serve on several campus and college advisory committees.

EVALUATION CRITERIA: Review internal and external professional organizational membership (local and national).

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator; MGT-Willie L. Lloyd, Director, Placement & Coop; CLERICAL-Tammy Roy (F.T.), Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other department and office groups.

5.4 SITE OBJECTIVE: The Oakland Literacy Council will continue collaborative efforts with the public libraries, community agencies, Oakland Schools and local businesses to provide the best, free tutorial instruction to adults in Oakland County.

5.4.1 STRATEGY: Identify appropriate libraries for expanded adult new reader collections and place collections in five libraries. Target community agencies in areas with high student and tutor populations

EVALUATION CRITERIA: Council will implement Scripps Howard grant with five public libraries. Council will work with community agencies to identify community resources such as training and tutoring space.

RESPONSIBILITY: Cathryn Weiss, Executive Director; Monica Smith, Assistant to the Director;

BUDGET IMPLICATIONS: N/A

INVOLVEMENT IMPLICATIONS: None

VI COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that identifies and responsibly utilizes the existing resources and acquires additional resources necessary to achieve the objectives of the College."

6.1 SITE OBJECTIVE: Garner increased support for the OCC Millage Campaign throughout Oakland County.

6.1.1 STRATEGY: I will make numerous presentations about OCC and the need for additional millage support from Oakland County residents to help propel us into the twenty-first century.

EVALUATION CRITERIA: Success will be achieved with the passing of an additional millage for OCC in 1995.

RESPONSIBILITY: Gordon May

BUDGET IMPLICATIONS: None. This initiative is designed to add an additional 31 million dollars to update and upgrade the institution.

INVOLVEMENT IMPLICATIONS:

6.2. SITE OBJECTIVE: Obtain public and private funds which will allow the CDW to maintain the activity level of employment and training services which it now provides to the community, and to expand those services with additional funds which may be available to specifically support those activities linked with PACCC and Academic Support Coordinator Units.

6.2.1 STRATEGY: The Director of CDW will be responsible for scanning the possible funding sources with the aid of the Grants Office, also for appropriate opportunities and to notify these resources of the College's interest in responding to their requests.

EVALUATION CRITERIA: The CDW will secure special funding in the amount of not less than \$500,000.00 annually for PY '94 - '96 as reported to the Grants Office.

RESPONSIBILITY: Karen J. Pagenette

BUDGET IMPLICATIONS: The amount of the general fund which is provided to augment the salary of the Director of the CDW will provide the necessary portion of her time to develop and submit proposals to funding agencies.

INVOLVEMENT IMPLICATIONS: As opportunities arise the Grants Office and the appropriate campus personnel continuously receive updates.

6.3 SITE OBJECTIVE: Continue to effectively utilize existing human and financial resources and effectively seek additional resources through sources such as; grants, joint venture agreements, etc.

6.3.1 STRATEGY: Continue to monitor grant availability through information made available from Grant's Office. Continue to seek information from outside organizations re: external funding sources.

EVALUATION CRITERIA: Submission of external (outside the college) grant proposals for funding. Submission of internal (inside/other departments) proposals for funding.

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator; MGT-Willie L. Lloyd, Director, Placement & Coop; CLERICAL-Tammy Roy (F.T.); Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the

program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other department and office groups.

6.4 SITE OBJECTIVE: Identify and pursue federal funding related to the improvement of the basic skills of OCC students.

6.4.1. STRATEGY: Meetings with Cheryl Kozell, OCC Grant Administrator, to identify and discuss appropriate federal grants.

EVALUATION CRITERIA: Completed grant applications.

RESPONSIBILITY: Gloria Grady Mills

BUDGET IMPLICATIONS: Successful grants will have positive impact on existing budgets.

INVOLVEMENT IMPLICATIONS: Grants Office

VII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that employs current technology and anticipates future technological developments to enhance learning and communication, internally and externally."

7.1 SITE OBJECTIVE: Identify resources which will enable all members of the CDW to take advantage of technology available through the College network to communicate with internal and external members of its community.

7.1.1 STRATEGY: Obtain phone lines and modems for those staff not currently linked with the College for communication systems.

EVALUATION CRITERIA: All staff members of CDW have been linked with PROFS and other computer networks and are trained in their use.

RESPONSIBILITY: Karen Pagenette

BUDGET IMPLICATIONS: Some general funds may be necessary for additional cables, etc.

INVOLVEMENT IMPLICATIONS: ITS. Some discussions have been conducted in which barriers have been identified.

7.2 SITE OBJECTIVE: To utilize current and advanced technology in all areas impacting service delivery including hardware, software, telecommunication, etc.

7.2.1 STRATEGY: Continue to seek advanced systems and methods to enhance service delivery.

EVALUATION CRITERIA: Submission of request of technological upgrades on current equipment and systems. Submission of request for new technological break thru's.

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator; MGT-Willie L. Lloyd, Director, Placement & Coop; CLERICAL-Tammy Roy (F.T.); Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other department and office groups.

VIII COLLEGE STRATEGIC DIRECTION

"OCC will be a student-centered learning community that places a high value on a safe and healthy environment."

8.1. SITE OBJECTIVE: The Machine Tool Technology Program, Hospital Unit Coordinator Program and HVAC/Maintenance Programs will be reviewed for safety factors during instruction.

8.1.1 STRATEGY: Meetings will be arranged with appropriate faculty and deans to review programs for any problem areas. Corrective action will be taken with the assistance of the campus involved.

EVALUATION CRITERIA: Corrective action will be verified in writing to campus dean and Pontiac Center Executive Director.

RESPONSIBILITY: Karen J. Pagenette, Sharon Miller, Shelley Starr-Kaye

BUDGET IMPLICATIONS: Some general funds may be necessary, but special funding options will also be explored.

INVOLVEMENT IMPLICATIONS: Campuses will be involved but discussion has not yet taken place.

8.2 SITE OBJECTIVE: Conduct and deliver department services according to all employment laws and legal obligations.

8.2.1 STRATEGY: Continue to receive CPC legal newsletter updates. Attend 2-3 professional conferences on legal, safety and health issues.

EVALUATION CRITERIA: Maintain memberships in College Placement Council
Monitor and evaluate the number of violations, complaints submitted.

RESPONSIBILITY: ADM-Gordon May, MGT-Sally Kalson, Cooperative Education Coordinator; MGT-Willie L. Lloyd, Director, Placement & Coop; CLERICAL-Tammy Roy (F.T.); Lydia Thomas (P.T.)

BUDGET IMPLICATIONS: Will require continued budget support at a level to insure success of the program area. Program expansion will require additional budget allocations.

INVOLVEMENT IMPLICATIONS: This strategy will require an ongoing interfacing with other department and office groups.