

Extending into the Community

...a look across the JCC system

ENTERPRISE INSTITUTE

The Enterprise Institute is a one-stop source for services to help businesses meet the challenges of the 21st century. The Institute encompasses seven key service areas.

1. **Center for Design & Continuous Improvement:** Advocates a holistic, systems approach to business, beginning with the organization's commitment to learning, quality and excellence. The Design Center works with business, industry, government, service, education and municipal organizations to help them achieve core competencies and learn how to:
 - Create organizational alignment
 - Understand customer and stakeholder needs
 - Develop a customer-driven master plan
2. **School for Managing & Leading Change:** Created in partnership with Advanced Quality and Participation (AQP) and organizational development expert Peter Block, this team-building process is designed for organizations in change. The School helps organizations learn new processes for responding to change. It ties together
 - Total quality management
 - Reengineering
 - Organization development
 - Management training

Teams of 5-15 employees from several levels, each with a stake in the team project, attend eight three-day sessions over nine months. They work on improvement projects sponsored by their organizations.

3. **Work Keys:** The tool for improving hiring decisions and reducing turnover, and improving employee satisfaction and productivity.

JCC's Work Keys Center is one of 200 service centers nationwide offering testing, assessment and training for workers in all types of organizations. Developed by American College Testing, Inc., of Iowa City, Work Keys helps companies and individuals identify and learn the skills needed to fill specific jobs. It administers assessments to job holders and job applicants in order to pinpoint and close skill gaps in such areas as math, reading, writing and technology.

4. **Center for Workforce Development:** Offering customized on-site training, the Center serves business, industry, local governments and nonprofit organizations. Services include assessments of training needs, on-site customized training programs, and train-the-trainer programs that allow companies to establish their own in-house training programs. For more information, call (517) 796-8448.
5. **Creating the 21st Century Workplace Seminars**
 - 21st Century seminars boost leadership skills and develop real-world action strategies.
 - Seminar series is built around a menu of options in which employers choose what people in the organization need to learn, when and in what setting.
 - Businesses can choose and customize any of seven popular business topics including attracting and maintaining the best people, creating the participative workplace and fostering creativity and innovation.
6. **Traditional programs for college credit:** The Enterprise Institute helps employees get college credit while they meet their workplace learning requirements.

For more information about any of the services of the Enterprise Institute, call (517) 796-8448.

CENTER FOR CONTINUING EDUCATION

The Center for Continuing Education provides non-credit life-long learning geared to both professional development and personal enrichment. Management courses are offered in conjunction with the American Management Association. The Center is an approved provider of nursing continuing education contact hours by the Michigan Nurses Association. In addition, the center offers

- Career enhancing programs in such fields as real estate, paralegal, builders licensing, and manufacturing
- Computer seminars
- Institute for Learning in Retirement, Continuing Intelligence Academy and the Sage Society
- Youth programs
- Personal interest programs in gardening, mind and body, home and family, foreign language, art, and music, exercise and special events
- Over 100 on line courses

Programs are designed to reflect the needs of the community. To suggest classes, share program ideas or obtain scheduling information call 796-8445.

OFFICE OF COMMUNITY RELATIONS

The Office of Community Relations welcomes and encourages students from diverse cultural backgrounds and experiences. Students are defined by (but not restricted to) race, color, creed, religion, national origin, gender preference and physical challenges. The College's investment in minority students is another indication of its commitment to excellence and educational opportunity.



The Director advises administration, the Board of Trustees and the community on issues concerning diversity. This effort is supported by the JCC Diversity Team consisting of JCC staff.

The Director advocates for students and works to support student success by addressing their concerns and directing them to academic resources such as admissions, financial aid and academic information. Our staff also advises the Black Student Union, which consists of a gospel choir and a step team, and administers the JCC Staff Development Scholarship.

The Office of Community Relations creates community partnerships and plays a role in a variety of campus programs to foster an appreciation of cultural diversity, especially during Black History, Hispanic Awareness and Native American Awareness months. We sponsor speakers and displays, and celebrate such holidays as Hanukkah and Kwanzaa.

Anyone seeking information about minority students may call the Office of Community Relations for resources and referrals. For more information, call (517) 796-8470.

MINORITY STUDENT SERVICES

JCC is committed to providing support services, assisting minority students in becoming and remaining successful college students. The director of the Office of Community Relations serves as a resource for minority students, provides referrals to the appropriate services and assists in the translation of the information obtained.

The Director assists with the completion of necessary forms for financial aid, scholarships and other forms which may be required by the College. The director of the Office of Community Relations works with minority students to resolve student-related issues. Anyone seeking additional information regarding minority students may call (517) 796-8470.

CAMPUS CHILD CARE



Child care, operated by ABC Academy, is available 6 a.m. – 6 p.m. Monday – Friday all year on JCC's main campus. Preschool, kindergarten and infant,

toddler care are offered. Admittance is prioritized to JCC students first, JCC employees next, and then the general public. For more information, (517) 768-9323.

