

# Trick or Treat in the Atrium on Wednesday, October 27!

Baker College of Auburn Hills

Fall 2010 #2

## the Voice

### Registration

#### GRADUATION REMINDER

All students who anticipate successful completion of their program course requirements for a degree, diploma, or certificate, **MUST COMPLETE AN APPLICATION FOR A GRADUATION AUDIT FORM** online by the posted dates in order to officially graduate and/or participate in the Graduation ceremony. The form is located online at [www.baker.edu/graduation](http://www.baker.edu/graduation).

Baker College of Auburn Hills will be closed on Thursday, November 25, Friday, November 26, & Saturday, November 27 for the Thanksgiving holiday.

#### WINTER 2011 Registration

Now is the time to start thinking about registering for winter classes. Winter 2011 registration begins **November 8, 2010**. Students will be eligible to register based on the number of hours already earned. The breakdown is as follows:  
Monday, November 8 - students who have earned more than 30 credit hours  
Tuesday, November 9 - students who have earned more than 13 credit hours  
Wednesday, Novem-

ber 10 - any returning student can register

Registration will take place in the ALL PURPOSE ROOM at posted times. Staff from Academics, Financial Aid and the Business Office will be available to assist you during the following times:

Monday, November 8  
8:00 am – 8:00 pm  
Tuesday, November 9  
8:00 am – 8:00 pm  
Wednesday, November 10  
8:00 am – 8:00 pm

Make sure to register early to assure yourself a seat in the classes that you need to successfully complete your program.

#### REGISTER NOW!!!!!!!

\*On Saturday, November 6, 2010, please come to the Academic Office for pre-advising. Registration cards will be collected and entered on the appropriate day, and your schedule will be mailed to you.

\*\*\*\*After November 10, 2010, you will be able register for classes in the Academic Office.

### Pre-Registration for Winter 2011

Schedule information for the winter quarter will be available on October 29, 2010. This is a great opportunity to meet with your Academic Advisor to get assistance in selecting your classes. You can also fill out your registration card and leave it for registration the next week. There is no need to stand in line, and your schedule will be mailed to you.

## Spring 2010 Adjunct Faculty Winners

### **Mike Lewkowicz:**

Mike Lewkowicz of the AST program, lives, breathes, and talks cars, and this passion carries over into the classroom as well. He can speak to the newest technologies and at the same time knows the ins and outs of cars from the 70s. Mike's 35 years of teaching automotive technology in high schools and colleges includes spending countless hours breaking down cars so that his students will get the necessary hands on experience of re-building them or diagnosing a problem. Mike's desire to be a team player, to improve his program and aid student learning, extends to the creation of BlackBoard templates for all the Automotive Service Technology classes.

### **Amy Martocci:**

Amy Martocci is a college supervisor of student teachers. Amy has demonstrated that she is both a leader and a strong team member and a natural born teacher, able to inspire learning amongst her peers. Amy recently mentored a young and struggling student teacher who was not her charge but clearly heading down the wrong career path. She took this young lady under her wing and through tears listened to her life story, to her lack of confidence, and her self doubts. Amy wrapped her arms around this girl both literally and figuratively and helped her see her

## Are you an English language learner?

Need help with English, reading, writing, or assignments?

**Come to the Writing Center for help!**



Julie Lutz, ESL Specialist

**ESL tutors are available to assist you.**

**Our hours are:**

**Monday 3:30-7:30**

**Tuesday 10-2 & 3-7**

**Wed. & Thurs. 10-2**

**ESL HELP has now moved from the Learning Center to the Writing Center. Please stop by and make an appointment today!**

strengths, reflect on her life, and explore other futures. In short, Amy made a difference in this young lady's life much like she does with every life that she touches.

### **Randy Rockafellow:**

Randy Rockafellow teaches in the Computer Animation Program where he designs classes and is our resident 3D 'Master,' demonstrating his "Yoda-like" knowledge of software and programming. Randy's lectures are thorough and hands

on. The lab portions of his class provide one-on-one sessions with each student who requests it. Randy also was very instrumental in setting up the CAP Intern Exhibit that helped showcase our students to local non-profit organizations. This in turn led to relevant internships this past Spring for ALL CAP students that applied for one. The success continues to resonate as Career Services is now asking for more students to place.

## Library

- Need a quiet space to study? Try our quiet study room!
- Need a place for your group to study? Try our group study rooms!
- Have a question? Ask a librarian!

**Congratulations  
to 2009-2010  
Faculty Member of  
the Year Kasey  
Pierson!**

Kasey Pierson teaches in Baker's Interior Design department and brings a wealth of knowledge as a practicing Interior Designer to her students.

Kasey currently works in a Michigan Design Center Showroom that welcomes our Interior Design students and helps them by loaning samples and giving them information on furniture and other products that is needed for their projects. Kasey has been instrumental in helping students find internships and employment. She has been a mentor to many students over the years and is often seen on campus on Saturdays helping students through difficult portions of their projects. We have been so fortunate to have Kasey at Baker College and it is an honor to give this award to Kasey Pierson.!

## **Accelerated Human Services Bachelor's Degree**

Finish your Human Services Bachelor's degree in 5 quarters! Yes, this winter a cohort/hybrid program will be offered. You must meet the minimum qualifications, which includes completing 2 internships and have at least 90 credit hours completed. For more details or questions on the program please follow up with the Department Chair, Richarne Parkes-White, M.A. LPC.

## **Human Services Internships**

Internships will be offered this winter if there is enough student interest. The orientation meeting will be November 3, 2010 at 10:30 and at 4:30 p.m. in library classroom # 2. You must attend an orientation meeting before you are eligible for the internship class. If you have further questions about internship, please contact Pam Barckholtz, 248-276-8250 ext. 1565. If you would like to see if you meet the internship criteria, contact Pam Barckholtz.

## **Last Chance to Recognize Employees for Exemplary Customer Service Provided in Fall 2010**

If you have received exemplary customer service from a Baker College staff member, department chair, dean or core faculty, please recognize them for the service they provided. Students, staff and faculty are encouraged to nominate. Recognition ballots are available throughout the college.

The program starts fresh at the beginning of each quar-

ter. The more nominations an employee receives, the greater the chance their name will be drawn. The winner is not based on how many nominations received for each individual; all ballots will be collected and one winner will be drawn at the end of each quarter. All ballots will be posted on the bulletin board in between the Bookstore and All-Purpose Room for everyone

to view.

The nominee will receive a gift, signed certificate, and lunch with President Jeff Love. The nominator will receive a gift for participation and lunch with President Jeff Love.

Come on everyone; let's participate in this great program!

# Business Students! Join A Fraternity!

Baker College of Auburn Hills chapter of



COLLEGIATE  
DECA™



## Top 10 Reasons to Join Collegiate DECA

1. Leadership Development
2. Networking
3. Team Building
4. Competitive Events
5. Community Service
6. Personal Growth
7. Job Opportunities
8. Career Development
9. Awards and Recognition
10. Looks good on your resume!



Collegiate DECA enhances *YOUR* college experience by providing recognition and leadership opportunities directly related to academic study.

Are you a business major? If so, you might consider joining the business fraternity of Collegiate DECA!

Our active chapter at Baker College of Auburn Hills meets weekly-and there are no membership requirements other than being a business or marketing student. Students plan campus functions, conduct fund-raising, and more!

For further information contact President Carolyn Duggar at [CollegiateDECA\\_Baker\\_AH@yahoo.com](mailto:CollegiateDECA_Baker_AH@yahoo.com)

[WWW.DECA.ORG](http://WWW.DECA.ORG)

*Human Resources Club*

# **STAFFING ORGANIZATIONS**

Public discussion featuring keynote speaker:

**Jennifer Robbins**

**Winning Edge Consulting**

October 27, 2010, 4:30 PM to 5:30 PM

Room 165

Cost is FREE to

students,

faculty, and alumni!



BAKER COLLEGE *HUMAN RESOURCES CLUB* IS OPEN TO BAKER COLLEGE STUDENTS AND ALUMNI. ITS GOAL IS TO PROMOTE THE PROFESSION OF HUMAN RESOURCE MANAGEMENT AND TO SPREAD AWARENESS OF HUMAN RESOURCE ISSUES IN TODAY'S SOCIETY. CLUB MEETINGS ARE HELD ON THE FIRST WEDNESDAY OF THE MONTH FROM 4:30 TO 5:30 P.M. IN THE ALL-PURPOSE ROOM (ACROSS FROM THE LIBRARY) WHILE CLASSES ARE IN SESSION. **PLEASE RSVP BY 10/25/10 TO PRESIDENT, ERIC LEHR AT: ELEHR01@BAKER.EDU.**

## School Closing Information

The unpredictable winter season is here and so is the potential for bad weather. Please keep this information about cancelling classes at Baker College in Auburn Hills with you at all times! Day classes will be cancelled by 7:30 am, and evening classes will be cancelled by 4:30 pm.

1. Students should check [www.baker.edu](http://www.baker.edu) for up to date school information.
2. You will also be notified through the Baker Alert System unless you have opted out for this notification. Please remember that you must have accurate contact information for this system to be effective.
3. The following news organizations will be notified if classes are cancelled:
  - a. **FOX2 News**
  - b. **WJR 760 AM**
  - c. **WDIV – TV Channel 4**
  - d. **WXYZ – TV Channel 7**
4. Do not assume that both day and evening classes will be cancelled. Please check the news organizations, Baker Web site, or your specific email, phone, or text notification to verify which classes are cancelled.
5. Please do not call the campus to inquire if classes are cancelled. Please check Auburn Hills information on [www.auburnhills.baker.edu](http://www.auburnhills.baker.edu) or the news organizations listed above or you can call the Weather Line at **(248) 276-4580**.
6. Remember – drive safely when there is snow and ice on the ground.

## Equal Opportunity Policy

### Policy Statement

It is the policy of Baker College not to discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic in providing and the administration of educational programs, services, activities, and employment, or recruitment. Inquiries regarding this policy can be directed to Rosemary Zawacki, 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at .

The College declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The College will make all decisions regarding recruitment without discrimination on grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, other protected characteristic which cannot lawfully be the basis for an admissions/employment decision. The College reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristic which cannot be lawfully the basis for the administration of such services.

Baker College commits itself to a program of Affirmative Action/Equal Employment Opportunity, set forth herein, to encourage the application of veterans, minority, disabled and women students, to identify and eliminate the effects of any past discrimination in the provision of educational procedures which will assure equal treatment and equal access to the facilities and educational benefits of the institution to all students, as required by law. Further, the College takes affirmative action to employ, promote, and otherwise treat qualified individuals with disabilities, disabled veterans and Vietnam Era veterans without regard to either their disability or status. This policy shall apply in the following areas: admissions, student educational opportunities and services, employment, promotion, demotion or transfer, layoff, termination, compensation, and selection for training programs.

The College reaffirms its policy of nondiscrimination, on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information or other protected characteristic, in the provision of all services provided to members of the public by facilities under control of the College.

Baker College commits itself to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public, and that those sectors of the public most affected by this policy be kept informed of its content.

## **Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Act Amendments Act of 2008 (ADAAA)**

Baker College is committed to the implementation of regulations from Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008, as they apply to persons with disabilities in the following ways: all new facilities are barrier free; programs, classes, and activities in existing facilities are made accessible to persons with disabilities; reasonable and appropriate adjustments and accommodations are made to ensure full educational opportunity for students with disabilities; and auxiliary aids and services, when necessary, are provided in a timely manner to afford an individual with a disability an equal opportunity to effectively participate in, and enjoy the benefits of, a service, program, course, or activity conducted by the College.

A postsecondary student with a disability who is in need of auxiliary aids is obligated to provide notice of the nature of the disabling condition to the College's Academic Counseling/Advising Office and to assist the College in identifying appropriate and effective auxiliary aids. The student must identify the need and give adequate notice of the need. In response to a request for auxiliary aids, the College will require from the student supporting diagnostic test results and professional prescriptions for auxiliary aids.

### **GRIEVANCE PROCEDURE FOR COMPLAINTS**

If any person believes that BAKER COLLEGE has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), he/she may follow any one of the following complaints procedures available to them:

#### **SECTION I**

The person who believes that BAKER COLLEGE has inadequately applied the requirements of the law may bring forward a grievance to the Equal Employment Opportunity/Affirmative Action /ADA Officer, Ms. Rosemary Zawacki, at 1050 West Bristol Road, Flint, MI 48507, 810-766-4028, e-mail at: Rosemary.Zawacki@baker.edu.

#### **SECTION II**

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the campus chief academic officer, who shall function as the designated campus EEO/AA/ADA Officer. The campus chief academic officer shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

##### **STEP 1**

A written statement of the grievance signed by the complainant shall be submitted to the campus chief academic officer, within five (5) business days of receipt of a response to the informal complaint. The campus chief academic officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

##### **STEP 2**

If the complainant wishes to appeal the decision of the campus chief academic officer, he/she may submit a signed statement of appeal to the campus president within five (5) business days after receipt of the campus chief academic officer's response. The campus president shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### **SECTION III**

A grievance or inquiry may be made at any time to the Office for Civil Rights Region V, Department of Education, Room 700C 7th Floor, 401 South State Street, Chicago, IL 60605-1202.

\* The campus chief academic officer, will provide a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure on request. A copy of each of the acts and regulations on which this notice is based may be found in the campus chief academic officer's office.

## Sexual Harassment Policy

Pursuant to Baker College's policy of equal employment opportunity, the College will maintain a working/educational environment for its employees and students which is free from sexual harassment. Sexual harassment is illegal and against the policies of this College.

Sexual harassment involves (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of employment/education, (b) making submission to or rejection of such conduct the basis for employment/educational decisions, or (c) creating an intimidating, offensive, or hostile working/educational environment by such conduct.

The following are examples of sexual harassment:

**Verbal:** Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, and sexual propositions

**Nonverbal:** Making suggestive or insulting noises, leering, whistling, and making obscene gestures

**Physical:** Touching, pinching, brushing the body, coercing sexual intercourse, and assault

Any employee/student who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to:

Rosemary Zawacki  
Vice President for Human Resources  
Baker College  
1050 West Bristol Road  
Flint, MI 48507  
(810) 766-4028  
e-mail: [Rosemary.Zawacki@baker.edu](mailto:Rosemary.Zawacki@baker.edu)

An investigation of any complaint will be undertaken immediately. The investigation and its results will remain confidential to the extent possible.

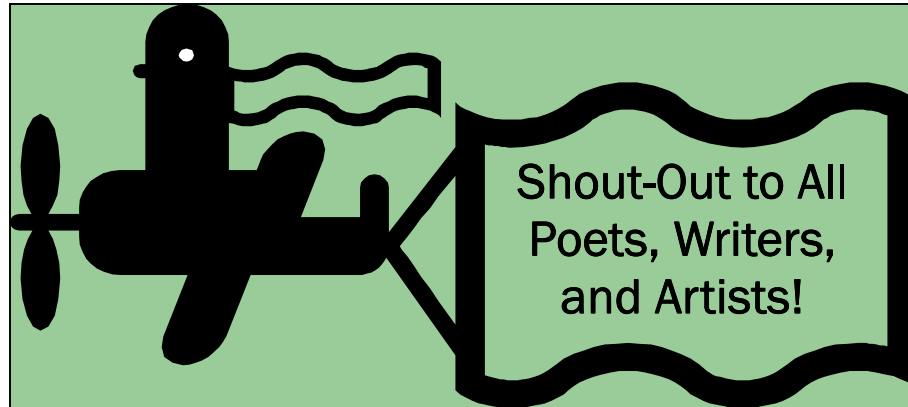
Any employee/student found by the College to have sexually harassed another employee/student will be subject to appropriate disciplinary sanctions ranging from a warning in his/her file up to and including termination/expulsion.

Retaliating or discriminating against an employee/student for complaining about sexual harassment or participating in an investigation is prohibited.

The College recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all evidence received. The College also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees/students will continue to act in a responsible and professional manner to establish a pleasant working/educational environment free of sexual harassment.

## RETURNING STUDENT REGISTRATION

Winter quarter returning student registration will begin on Monday, November 8, 2010.



*Expressions 2011*, our literary magazine here at Baker College of Auburn Hills, will be published in Spring Quarter 2011. Students, faculty, and administrative staff are invited to submit original poetry, short stories, drama, essays and graphic designs for publication in our fourteenth annual edition of *Expressions*. The work of many of Baker's graphic arts students added to the unique look and feel of *Expressions 2010*. *Expressions* presents the creative talents of our campus in an attractive format—one you'll want to keep, give as a gift, or show off to friends and family.

Last year's issue of *Expressions* was outstanding, but we want to make the 2011 edition even better. Submitting your work for publication in *Expressions* is a great way to fulfill your dream of becoming a published writer or graphic artist.

Watch for the contest announcements for theme ideas and for the cover design. Winners of these contests will receive gift certificates to the Baker Book Store.

The deadline for submissions of creative writing and graphic designs for the inside of the publication is **February 1, 2011**. All materials must be submitted in hard copy, together with a completed "Permission to Print" form. "Permission to Print" forms are available in the Baker Library attached to the silver box where you may deposit your entries. An electronic copy of your materials must be sent to Diana Lucas, Editor, by email attachment at [dllucas03.baker.edu](mailto:dllucas03.baker.edu). You may also direct any questions you have about the publication to the same email address.

Student Activities and Baker Clubs will be collecting for Thanksgiving baskets for the economically challenged and also collecting stuffed animals and children's items for the Cara House, which helps children of abuse. Watch the easels and infomercial for further information!

**Congratulations to :**  
**Linda Grant**  
**Linda Watkins**  
**Karen Frazho**  
**on passing the AAPC Certified**  
**Professional Coder Apprentice Exam!!**

Save the Date-  
**Relay for Life**  
kick-off party is  
February 3 and  
the Relay for  
Life is May  
14/15, 2011!

*Sign up in the library!*

Read Your Original  
Poetry and Lyrics



.....  
▼  
**POETRY JAM**

**Wednesday, November 3**  
**6:10pm - 7:00 pm**  
**Baker/Auburn Hills**  
**Library\***

\* Of course, refreshments will be served!!

# Mind your manners...



## 3rd Annual Business Etiquette Dinner

- 4 Course Dinner
- Learn Proper Dining Techniques
- Presented by Denise Anne Taylor  
from [www.PassportForSuccess.com](http://www.PassportForSuccess.com)

Wednesday, Nov. 3rd

Doors Open at 6:00 pm  
Dinner at 6:30 pm

**\$ 10** Limited Seating  
Professional Dress Required

Crowne Plaza  
1500 N. Opdyke Rd.

To Register Contact the Business Office

Sponsored by  
Career Services & Student Activities