

the Voice

Fall Quarter # 2
Oct.-Nov. 2011

Baker College Celebrates 100 Years!

Baker College of Auburn Hills held their 100 year celebration on Saturday, October 8. Baker College was founded in Flint in 1911. Baker College of Auburn Hills, founded in 1991, is celebrating its 20th year anniversary.

For the celebration, there was free food, a car show, a radio station, lots of great prizes, live music, arts and crafts, academic presentations, bounce houses and other activities for the children, as well as appearances by Auburn Hills Mayor James D. McDonald, Oakland County Executive L. Brooks Patterson, and Miss Michigan, Catherine McGhee.

Pop Into Registration Winter 2012

Now is the time to start thinking about **REGISTERING** for winter classes. Winter 2011 registration begins **November 7, 2011**. Students will be eligible to register based on the number of hours already earned. The breakdown is as follows:

- Monday, November 7 - students who have earned more than 30 credit hours
- Tuesday, November 8 - students who have earned more than 13 credit hours
- Wednesday, November 9 - 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 7 8:00am – 8:00pm
- Tuesday, November 8 8:00am – 8:00pm
- Wednesday, November 9 8:00am – 8:00pm

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 5, 2011, please come to the Academic Office for pre-advising. Registration cards will be collected and entered on the appropriate day, and mailed to you.**

******After November 9, 2011, you will be able register for classes in the Academic Office.**

Week 6 Pre-Registration for Winter 2012

You can pre-register for classes on October 31-November 5, 2011, in the Academic Office. This is a great opportunity to meet one on one 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.



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SOCIETY FOR HUMAN
RESOURCE MANAGEMENT



**SHRM Chapter of
Baker College of
Auburn Hills**

**Why should
you join?
Up-to-date
informational
resources
available!
Great
networking
opportunities!
Information -
SHRM
conferences!
Student and
professional
educational
conferences held
around the
country
sponsored by local
SHRM
chapters.**

**SHRM
Chapter
Informational
Meeting**

Meeting date:
October 26, 2011
Meeting location:
Rm. 165
4:30 p.m. – 5:30 p.m.
Fall Into SHRM

*“The importance of be-
ing SHRM affiliated in
today’s business market.”*

*Please save your spot and
RSVP to:*

SHRM Advisor,
Renea Huth @
rhuth01@baker.edu



SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

MOM 2 MOM SALE

HOSTED BY:

BAKER COLLEGE OF AUBURN HILLS -EARLY CHILDHOOD EDUCATION PROGRAM



Table rental, registration form, and contract: (PLEASE READ CAREFULLY)

Date of the sale: Saturday, Dec. 3, 2011. **Time of open sale:** 9:00 a.m.- 12:30 p.m.

Set up time will be Friday, December 2, 2011 from 6:00-8:30 and Saturday, December 3, from 7:30-8:30 a.m. Table renters should be at their table and ready to sell by 8:55 a.m. Payment and registration/contract must be received by Nov. 28, 2011. Space priority is given to sellers in the order their registration/contract and payment is received. Tables are not guaranteed.

GENERAL INFORMATION:

* Table renters are expected to provide their own change and their own bags. Baker College will not provide these items. The school cannot be responsible if items or money are lost/ stolen from a renter. The school is not responsible for any issues related to the sale of your items. * You must keep your items in the area assigned to you and not have items protruding out into the walkways where they may cause someone to fall or trip.

*You may also rent space for a rack, which you must provide yourself. Your rack must fit into the space provided. Standard racks only; round or oversized racks will not be permitted. * Each table renter is allowed 1 helper for each table. If table renters need to bring children over the age of 10 to the sale to help, they are responsible for that child. Only children 10 and older will be permitted to help with the sale. Bringing children under the age of 10 to the sale will not be permitted. * You are responsible for pricing and tagging your own items, and arranging them in an attractive and orderly manner. This will help you sell your items. Items must be clean.

*We will only be accepting Mom 2 Mom –children’s resale items as sellers. NO ADULT item type tables. If the table renter comes to set up and we feel the product/items are not appropriate we have the right to ask you to leave. We want families to have the opportunity to buy high quality/ low cost children’s items. Thank you for your cooperation and understanding.

LARGE ITEMS: * There will be a large item area. If you have large items, please list on the next page. If you don’t know all of your large items now, you have until Nov. 28 to email the item name and price to bakercollegemom2mom@yahoo.com . Include the same information requested on the entry form.

*Please include the price of the item and the lowest price you would take for that item. Sale volunteers will not go lower than your given price unless the buyer asks and the seller has agreed to a lower price. * Renters are expected to stay until 12:30 p.m. Renters should not begin to pack up their items to leave before 12:15. p.m. All sellers should do their best to have their items packed up and gone by 2:00.

*Carts and dollies will not be provided by the school.

Clean up and items left behind for donation:

*Each table renter will be responsible for taking all of their items not sold. Any items left or that you wish to donate should be left on your table with the green tag provided that says “donations.” You may also load them into the truck, if you are able. All items left after 2:00 p.m. will be considered donations. The items will be donated to *Grace Center of Hope*- Homeless Shelter for Families. It is located in Pontiac, Michigan.

-Continued on next page-

Please fill out completely, sign, and return with payment to the address at the bottom. If you are a Baker employee or student on campus, please put in Natalie Campbell's mailbox located in the Deans' offices.

NAME: _____
ADDRESS: _____
PHONE NUMBERS: _____ or _____
EMAIL: _____@_____

Important (Sellers will receive reminders, registration confirmation and sale updates ONLY if an e-mail address is provided. E-mail address will be discarded after the sale.)

Number of 6' Table (s) to rent- tables @ \$20/each: # of tables _____ Amount due: \$ _____
(You will have the table, and area close around your table including front, sides and underneath)

Rack space (with table rental only) @ \$4.00 _____ Amount due: \$ _____ (One rack space per table rental - rack provided by table-renter)

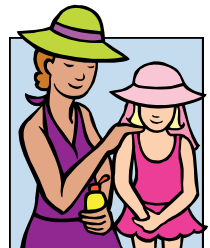
Large Item Room Fees: \$2/ per item

(You must have a table to sell large items- 7 large item max. per table)

Large Item name/brand Selling price Lowest price you will take if asked

EXAMPLE: double stroller/Eddie Bauer \$55 \$45

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



of LARGE Items: _____ Amount Due: \$ _____

Special requests: If you would like us to try and put your table near another seller please list their name below and make sure they do the same. We can not guarantee placement. Sending your forms in together would help.

I would like to request a table near _____

TOTAL AMOUNT DUE: \$ _____ must be received by November 28, 2011.

I agree to all of the rules and regulations listed above:

Sign here: _____

Print name: _____ Date: _____

Questions? Email bakercollegemom2mom@yahoo.com

Please send your payment with the signed registration/contract:

(Table renters will not be registered until completed registration/contract and payment are received)

Baker College of Auburn Hills

Early Childhood Education

Attn: Natalie Campbell

1500 University Dr. Auburn Hills, MI 48326

Make check or money order only payable to: Baker College of Auburn Hills

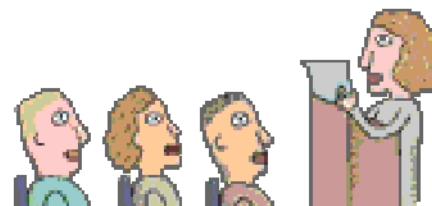
Poetry Jam

Read your original poetry

Thursday, November 3

6:00 p.m. to 7:00 p.m.

In the Baker College of Auburn Hills Library



Refreshments Served

Baker Bistro

You've got your student ID card,
your Baker OneCard, now get your

Baker Bistro Card



GRADUATION REMINDER

All students who anticipate successful completion of their program course requirements for a degree, diploma, or certificate, **MUST COMPLETE AN APPLICATION FOR 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.



Resumé Review

Every Wednesday

5pm - 5:30pm

Atrium

Bring a copy of your resumé

Presented by **Career Services**

Mind your manners...



4th Annual Business Etiquette Dinner

- 4 Course Dinner
- Learn Proper Dining Techniques
- Presented by Denise Anne Taylor
www.PassportForSuccess.com

Wednesday, Nov. 9th

Crowne Plaza
1500 N. Opdyke Rd.
Doors Open at 6:00 pm
Dinner at 6:30 pm

\$10 Limited Seating
Professional Dress Required
Registration is required

Sponsored by

CAREER SERVICES



Please register with Career Services 248.276.8216 by Saturday, October 28th

COMPUTER ANIMATION CLUB

AND



Pumpkin Carving Fundraiser

October 24, 12-8p
Atrium

- Carved/ Decorated Pumpkins
- Pumpkin Kits
- Arrangements



Trick or Treat
Students Only

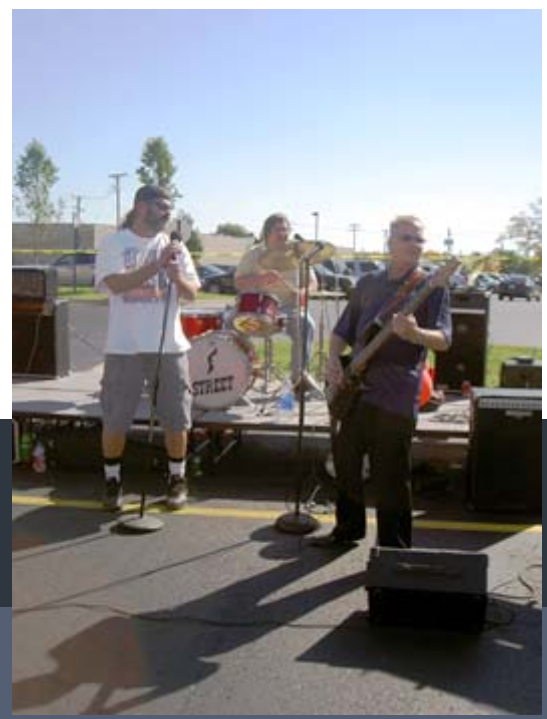
Wednesday, October 26th
1pm-2pm & 7pm-8pm
Atrium

Free Candy

presented by  & Student Clubs



Centennial Pictures



Centennial Photos



More Centennial Pictures



Expressions

Shout-Out to All Poets, Writers, and Artists!

The fifteenth annual edition of *Expressions*, our literary magazine here at Baker College of Auburn Hills, will be published in Spring Quarter 2012. Students, faculty, and administrative staff are invited to submit original poetry, short stories, drama, essays and graphic designs for publication in *Expressions*. The work of many of Baker's graphic arts students added to the unique look and feel of *Expressions 2012*. *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, and we want the 2012 edition to be 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 3, 2012**. 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 dlucas03.baker.edu. You may also direct any questions you have about the publication to the same email address.

School Closing Information

The unpredictable spring 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 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 call only the Weather Line at (248) 276-4580 to inquire if classes are cancelled. You may also check Auburn Hills information on <http://auburnhills.baker.edu> or the news organizations listed above.
6. Remember – drive safely when there is snow and ice on the ground.

SEXUAL HARASSMENT POLICY

Pursuant to Baker College's policy of Equal Employment Opportunity, the College will maintain a working/educational environment for its employees/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 or (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, or sexual propositions;

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

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

Employees/students who believe that they have been the subjects of sexual harassment should report the alleged conduct immediately to: Rosemary Zawacki, Vice-President of Human Resources, 1050 West Bristol Road, Flint, MI 48507, (810) 766-4028 or 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 or 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 the 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 discrimination. Individuals who wish to file a complaint should complete the Baker College Complaint/Grievance Form.

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, or e-mail at : Rosemary.Zawacki@baker.edu.

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

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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.

To All Baker College of Auburn Hills Faculty and Staff:

Alan Naldrett, Dr. Zetta McClain, and Chip Evans wish to thank everyone at this campus for your well wishes, prayers, cards, and flowers during our time of bereavement.

Your thoughtfulness was welcomed and greatly appreciated by our loved ones, our extended families, and us.



Speed it up!

Accelerated Business Bachelor degree programs now forming for SPRING Quarter

**Contact Sue Kanda
Chair, Accelerated Business Programs**

sue.kanda@baker.edu

248.276.8209

Library

The library now has a color copier for student use! Color copies are .25 each and double sided color copies are .50. Students can also plug in a thumb drive and print to the color copier.

Study Room A has been set up with a projector mounted on the ceiling so that students can plug in a laptop and practice their presentation. The room also has a table with four chairs. Reservations can be made by calling the library at (248) 276-8223; drop-ins are also welcome.

The bi-annual Poetry Jam will be held on Thursday, November 3, 2011, from 6:00 p.m. to 7:00 p.m. All faculty, staff and students are welcome to read their original poetry or attend in support of others. Several of Margo LaGattuta's poems will be read in her memory. We hope to see you supporting our poets!

The library will be closed on December 12-14 for inventory. We will re-open on Thursday, December 15.

The library is conducting a book sale for the remainder of the fall quarter. Books are .50 each.

Do you coupon? Have you seen the coupon box in the library? Feel free to take coupons that you will use, and donate any extra coupons you may have. A service from us, to you!

RETURNING STUDENT REGISTRATION

Winter quarter returning student registration will begin on Monday, November 7, 2011.

