

District Office Community Assembly

Meeting Notes October 7, 2014

Announcements / Updates

1) Travel Requests

- Sharon Miller briefed the meeting attendees on the recently-formed travel sub-committee and their role in the travel approval process. The main information points discussed were:
 - A sub-committee, which is made up of Sharon Miller, Steve Reif, Bob Montgomery, Pam Dorris, and Cathey Maze, reviews all travel requests to ensure that resources are strategically applied and to ensure the alignment of College goals.
 - Travel funds come from two distinct pools to support two separate organizational areas: 1) Academic. Mainly Cathey Maze's organization, which includes faculty. 2) Administrative.
 - For Administrative funded travel, there is a travel request deadline. This year the date is October 15, 2014. Next year the deadline will most likely be during the spring.
 - The new policy will be in effect for one year, at which time it will be reviewed and determined whether any change(s) are needed.
 - Administration has received a copy of the policy. Pam Dorris also stated that the policy is posted on InfoMart.

2) Security Awareness Month

- Bob Montgomery informed meeting attendees that October is Security Awareness Month. Therefore, in conjunction, the IT department will bring awareness by providing emails (This week, look for the "Jaws" graphic) to employees which contain information, tips, and links relative to security awareness.
- Employees will receive notification when the informational links are also posted to the IT Service Catalog.

Information Sharing

1) Tailgate Party Recap

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- Leanne Nadlicki provided a recap of September 26 DO Tailgate party, noting the following:
 - Feedback from staff was positive.
 - Attendance: 48
 - Pot luck dish: 18 individuals brought a dish.
 - Most every department was represented.
 - There was an overabundance of food.
 - Money collected: \$170
 - Expenses: \$233.17 [\$63 shortage was covered (donated) by the committee members.]
 - Start-up money for next year: \$20
 - Merchandise received from Auburn Hills bookstore to be used as prizes totaled: \$60
 - Funds received from Athletic Director Laurie Huber: \$50
 - Loose change collected and donated for OCC Foundation scholarships: \$50.29
- The DO Activities Group is an open group and welcomes anyone who would like to become a member.
- Ms. Nadlicki said a special thank you to those who helped organize the event: Kelly Taylor, Amy Baker, Joyce Carter, and Mary Anne Cotton.

2) Community Day

- Sharon Miller inquired if the assembly had received their 50th anniversary card and pen, and brought attention to the date of March 28 being designated Community Day at OCC.
- Ms. Miller further informed meeting attendees that an email will be sent to all employees outlining events and opportunities in which to participate; allowing the opportunity to give back to the community.
- Additionally, Founder's month is March, and volunteer service on March 28 will count toward the service pin.
- A question was raised whether or not plans are in place for outside community individuals to conduct workshops. Ms. Miller responded that for the immediate time being the focus will be on faculty and staff to conduct the teaching for the workshops.

3) Building and Grounds

- Peter Provenzano informed attendees that to coincide with the concept of "excellence in the workplace", having pride in ourselves, and College image, a walk around of the DO grounds was conducted. He and Chancellor Meyer outlined areas needing

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attention, and agreed to hire a landscape architect to address needed updates, repairs, and improvements.

- Some of the noted items include parking lot drains, repair to the Foundation House wall, signs, and flags.
- A noticed improvement to the grounds is expected by spring/summer of next year.

4) Administrative Services “The Golden Rule”

- Peter Provenzano stated that he met with his staff, and shared his belief that the College will be successful only if we make each other successful, and has instructed his team to focus on doing this.
- Mr. Provenzano also recognizes that his organization, being a service organization, also needs to support the other organizations through performing this behavior. He is interested in receiving ideas on how the Administrative Services organization can support the staff at large.
- Sharon Miller noted how the IT organization has a website where employees can view the status of their individual IT projects. She suggested that the Administrative Services organization implement something similar.

Open Discussion

1) Stamping Machine

- Peter Provenzano informed the meeting community that upon an inquiry from an employee about loud stamping coming from the Accounts Payable Department, team members reviewed the need to stamp specific documents. Following this review it was determined that certain documents are not required to be stamped. This has resulted in approximately a 50% reduction. A more permanent solution will be sought going forward to address noise and frequency.

2) Excellence in the Workplace

- Sharon Miller shared that “excellence in the workplace” is being discussed at the Cabinet level, and employees will start to see more dialogue surrounding this. Additionally, Cabinet is being encouraged to work with each other (DO administrators and campus Presidents) to share ideas, understand differences, and connect with each other more fully.
- Bob Montgomery offered an example of how the IT organization is attempting to connect with the various campuses; which is through rotating their department

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meetings among each of the five campuses. This allows their staff to more easily connect with and understand individual campus needs.

- Sharon Miller suggested that employees work within their group to determine when and where it is appropriate to take the opportunity to go to, and connect with, the various campuses.

3) Various

- A question was raised as to why the upcoming Management In-Service Meeting was moved from the Auburn Hills campus, where it has had a history of hosting the meeting, to the Highland Lakes campus.
 - Pam Dorris responded that in part it was an effort to get folks to other campuses following the concept already mentioned about connecting with staffs from the various campuses. Additionally, facility accommodations and their availability need to be considered when choosing a location.
- Comments arose regarding employees not being allowed to participate at the recent Tailgate party, and DO committees. Sharon Miller commented that ability to participate may be due to the employees' ability to keep up with their workload, or other factors that are not known. However, if employees feel that an appeal is in order, they should bring the matter to the attention of a Cabinet level person.
- Janet Roberts informed the meeting community that InfoMart has been revised, and encouraged individuals to sign up for the OCC Blog. Ms. Roberts added that to limit the downloading of information and flooding employee's mailboxes, a considerable amount of information will instead be posted here.
- Meeting participants were informed of a couple of events: 1) A 60's theme culinary dinner on October 23 (tickets \$50), and a presentation on children's unauthorized use of prescription drugs, which takes place at the Royal Oak Campus on October 28.
 - A question was raised as to whether the presentation on prescription drugs would also be repeated at a later date. Sharon Miller indicated that it would not due to the speaker's schedule.
- A question was raised regarding this year's Open Enrollment and if there were any changes. Margaret Carroll responded that in terms of prices, she does not yet have the information but it should be coming out soon.
- Employees are encouraged to engage in, and "like", the OCC Facebook posts. The Marketing and Communications department are always interested in receiving feedback in terms of what employees feel they are/are not doing right.
- There will be an electronic waste event. Details are on InfoMart.

Meeting adjourned: 11:58 A.M.

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