

District Office Community Assembly

Meeting Notes November 3, 2015

ANNOUNCEMENTS/UPDATES

- 1) Distance Education
 - Vice Chancellor Cathey Maze explained the College was not able to provide as many online courses for Winter 2016 as in the past as we seek HLC accreditation. The new Dean of Distance Learning, Kayla LeBlanc, and the Academic Senate and Academic Deans are looking at what programs should be offered first. There is online advising and tutoring, purchasing of books online, libraries, and Financial Services. Dr. Maze will provide an update by the start of 2016 to report back on the progress.

- 2) Healthcare
 - Associate Vice Chancellor Jasen Witt reported on:
 - Employee Health Care Open Enrollment sessions started College-wide November 3 – 5, 2015. Enrollment deadline is November 30.
 - DO Health Care Open Enrollment was November 5. Employees were encouraged to ask questions since the health care benefits were changed effective January 1, 2016. The next plan runs from January 1 – December 31, 2016. Kudos to Julie Hoyt and Vanessa Belcher who are coordinating this effort.

- 3) Website Launch
 - Executive Director Janet Roberts shared OCC's new website, which is primarily student focused. She demonstrated how to navigate through the web pages to find information (e.g., events, announcements, online services, GovDelivery, etc.).

INFORMATION SHARING

- 1) Furniture & Equipment Budget
 - Budget Director Renee Oszust reminded the group about Software & Furniture Equipment Requests which are due Friday, November 20, 2015, by 5 p.m. For software, have IT to sign off on these before submitting to Renee. Software and equipment for fiscal year 2017 may require quotes.

- 2) InfoMart & Congrats
 - Interim Marketing & Communications Manager Bridget Kavanaugh provided InfoMart News data and encouraged employees to sign up with GovDelivery. All faculty and staff (full- and part-time, temps) are asked to send in Congrats. She described the criteria used (e.g., appointments, awards, degrees, small business grants, student services, online updates, published publications, board appointments, educational

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chambers, and Foundation updates) and what will not be posted (e.g., birth announcements, marriages, trainings, volunteer, and community work). Bridget is also responsible for media relations and encourages the college community to contact her with story ideas. Janet reminded the group not to contact media or engage with the media, but to direct all media calls and inquiries to Bridget.

3) Winter Recruiting

- Social Media & Marketing Specialist Miranda Mayuiers gave an update on the highly positive impact social media (e.g., Facebook, Twitter, LinkedIn, and most recently, Google Ad Words) has on increasing student recruitment, enrollment, and community engagement within the past two years. Information is getting to moms, people in their 30s and 40s, and surprisingly, a large group of 50+ year olds are using Facebook. She encouraged all employees to use social media in order to network and learn more about the student population and technology. Janet Roberts added that OCC no longer uses radio ads, billboards or newspapers in advertising, except for Pandora Radio, and the College uses analytics to see who is looking at our information. Employees are encouraged to share this information with our colleagues.

4) Winter Closedown

- Associate Vice Chancellor Witt provided a handout with winter closedown dates – December 24, 2015 – January 4, 2016. The College reopens on Tuesday, January 5.

PRESENTATIONS

None

OPEN DISCUSSION

1) Employee of the Year

- Sylvia Velasquez expressed concerns regarding Employee of the Year nominations.
- Leanne Nadlicki explained Cheryl Blake replaced Kelly Taylor as the committee chair and the committee is working on the process to get nominations, and will address this in their next meeting.
- Due to various concerns by the OCC community regarding the selection process and other aspects of the “Outstanding” awards and Emeritus status, a College-wide email was sent informing everyone of the Chancellor’s Cabinet decision to suspend these awards and Excellence Day for the 2015/2016 academic year.

2) Tailgate Party/DO Events

- Leanne thanked everyone who participated in last month’s Tailgate Party. There were 45 attendees. Special thanks go to those who donated extra to cover the costs – which resulted in a surplus that can go toward the next event – the Holiday Party. Also, special thanks to master grillers Vice Chancellor Peter Provenzano and Associate Vice Chancellor Tim Sherwood who did an excellent job!

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- Leanne stated information on the Holiday Party will be forthcoming. Donations will be collected again this year for Forgotten Harvest and your suggestions are welcome for other charities.
- 3) Tickets to Play, “Almost Maine”
- Janet Roberts invited all employees to take advantage of two free tickets offered to see the play “Almost Maine” at the Orchard Ridge Smith Theater November 12-14, and November 19-21. Tickets must be ordered online <http://www.eventbrite.com/o/oakland-community-college-4714907931>.

MEETING DATES

- 1) No meeting in December, 2015, and January, 2016.
- 2) Next meeting Tuesday, February 2, 2016.