DO Community Assembly
Meeting Notes
October 1, 2013

Bob Montgomery and Cathey Maze convened the first DO Community Assembly meeting with attendees introducing themselves and their assigned work location.

Announcements

1) Overview/Structure of DO Community Assembly

- Mr. Montgomery gave an overview of the Community Assembly structure. Specific points included:
    - The theme is Communication-Collaboration-Innovation
    - Designed to promote
        - Sharing of information and ideas resulting in awareness and understanding of college events and initiatives
        - Increased dialogue regarding key issues
        - Opportunity to generate ideas and solutions to increase workplace excellence
    - Monthly meetings will be facilitated by two Cabinet members on a per semester rotational basis
    - All meeting attendees have an equal voice and equal right to speak
    - Agenda will be:
        - Loosely structured and created through community input
        - Contain the basic components of announcements, and information sharing/open discussion items
        - Modified as needed to accommodate community needs
    - Meeting notes will be taken to capture information covered, ideas generated, and proposed action items
    - A new page on InfoMart is being created to post Community Assembly meeting dates, agendas, and notes for District Office, and each of the campuses

2) OCC 50th Anniversary

- Sharon Miller announced that OCC will be celebrating its 50th anniversary during calendar years 2014-2015
- Ms. Miller advised that a survey was sent to OCC staff requesting stories, information, and history relating to OCC, as well as requesting employee ideas and assistance in preparing for the celebration

3) Email System Upgrade

- Gary Haw announced that Information Technologies (IT) is currently in the process of upgrading the OCC Email system to provide users with new features and larger mailboxes
- Migration to the new larger mailboxes will start in December, 2013, with an estimated completion date of February, 2014
- Additional information regarding the migration schedule will be communicated as details are formalized

Agenda Items / Open Discussion

1) Student-facing support areas

An agenda item to provide student-facing campus support areas was received. Following is the discussion on this topic:

- There was an observation that each campus has different types/methods of student help centers, and perhaps a standardized format should be considered
  - Staff with student workers, or post telephone number at center to obtain on-campus assistance
  - Consider adding IT support to answer technology-related questions
    - Status: Forwarded for discussion at the joint President's Community Assembly meeting
  - Write a help aid to assist the workers in helping the students
    - Status: Forwarded for discussion at the joint President's Community Assembly meeting
- A comment arose that there are students who are not comfortable using the computer and would prefer face-to-face assistance with technology-related questions

- Suggestion that beginning with the fall orientation for students, the agenda include information about the location and services available from the campus student help centers
- The question of liability to the college, as it relates to the potential use of student workers staffing the help centers, also arose

2) New Hire Technology Packet/Checklist

An agenda item to create a New Hire Technology Packet/Checklist to detail who to contact and what to do to acquire OCC technologies for staff and faculty was received. Following is the discussion on this topic:

- Kelly Hyduk provided information regarding a checklist utilized by the University of Colorado which details their IT products and services, which is similar to OCC's IT Service Catalog Chuck Flagg indicated he spoke with PDTC regarding the format of New Hire orientation for faculty, and for staff
  - Communication received was that faculty new hires are more technology driven than are staff new hires
  - Mr. Flagg has requested that an introduction to the IT Service Catalog be added to all new hire orientations, advising that the catalog details available services and how to obtain access to them
- During the course of discussion, it was suggested that an overview of the IT Service Catalog be given at a future DO Community Assembly meeting, as well as at each of the campuses
  - ➢ Status: Overview scheduled for the November 5, 2013, DO Community Assembly meeting.
  - ➢ Status: Request for campus presentations was forwarded for discussion at the joint President's Community Assembly meeting.
- There was discussion surrounding adjunct's use of non-OCC student email to communicate with students. Ms. Maze stated that she will be addressing this issue.
- A suggestion to add information, on how to procure a Kelly temporary employee, to the New Employee Orientation (NEO) session was also received
- Ms. Maze advised that she is currently working on an adjunct orientation and asked that any ideas be sent to her

3) Creating a Community Assembly page on InfoMart with a discussion board

An agenda item to create a Community Assembly page on InfoMart, along with a discussion board, to communicate information regarding the college's Community Assembly meetings was received. Following is the discussion on this topic:

- Mr. Montgomery indicated that a page has already been created to allow Community Assemblies the ability to enter information pertaining to meetings at their location
- The discussion board element poses to be a more complicated task in terms of the required technology and manual oversight needed; a time-frame of one to two years will be needed to address this

4) Recording Board of Trustee meetings and posting on InfoMart

An agenda item to record the Board of Trustee meetings and post on InfoMart was received. Following is the discussion on this topic:

- Ms. Miller indicated that currently all Board of Trustee (BOT) meetings are available on public television (local cable access), however, she will talk with IT to inquire if they can also be posted to InfoMart
  - ➢ Status: IT is researching the feasibility of posting the meetings on InfoMart
- Suggestion that BOT meetings also be posted to YouTube was received
- Request that the public TV channels carrying the BOT meetings be posted to InfoMart, as a source of information, was received
  - ➢ Status: Janet Roberts is working with the local station representatives to obtain their scheduled televised dates and times
- Mr. Montgomery indicated that IT will evaluate all above mentioned BOT meeting information requests

5) Post a CETF status report on InfoMart

An agenda item to post a College Equipment Task Force (CETF) status report on InfoMart was received. Following is the discussion on this topic:

- Mr. Montgomery introduced the agenda item by specifying that the CETF meets quarterly to make decisions related to capital purchase requests, adding that meeting minutes are posted to InfoMart
    - ➢ Status: It was incorrectly stated that CETF meeting minutes are currently posted to InfoMart
    - ➢ Status: The Vice Chancellor of Administrative Services supports the posting of CETF meeting minutes to InfoMart. Currently no work order is on file to have them posted
- Kelly Taylor expressed concern that the status of CETF requests are not communicated back to all involved parties
- Renee Oszust explained that large-dollar equipment requests require the signature of a Vice Chancellor before CETF evaluates a request
- There was a recommendation to automate the current manual approval process to assist in tracking CETF requests
- It was noted that the CETF process was recently re-engineered to account for the new dean structure and the role they play in CETF approval process
- After much discussion, it was recognized that the CETF request process needs to be evaluated and any necessary adjustments made

6) Other Discussion

- A request to identify all acronyms used in agendas, meeting notes, and meeting discussions, be identified

Notes:

1) Due to meeting time constraints, the below listed agenda items were not addressed:

    o Post Furniture/Equipment which is in storage on InfoMart
    o Create a Supervisor manual

These items will be placed on the next DO Community Assembly Meeting scheduled for Tuesday, November 5, 2013.

Communication – Collaboration - Innovation

Meeting Adjourned: 10:02 A.M.