

District Office Community Assembly

Meeting Notes

February 4, 2014

Announcements / Updates

1) DO Employee Recognition Nominations

- Nomination forms will be emailed on February 4, 2014. Completed forms are to be returned to Kelly Taylor by Thursday, February 13.
- It was communicated that Marketing currently owns this program.

2) Diversity/Inclusion Committee

- A Soul Food Potluck will take place on Monday, February 24, 2014, at 11:30 A.M. in the DO break room, to commemorate Black History month.
- A presentation/workshop highlighting the Tuskegee Airmen will be presented at DO on February 27, and attendees will receive SDU credits.
- There is a call for new members to participate on the Diversity Committee. Interested in joining? Contact Joyce Carter.

3) Update on the email upgrade

- Mike Rowe gave an update on the email upgrade currently taking place:
 - The first wave, affecting employees who do not have college-provided smart phones, is complete.
 - The second wave, involving the upgrading of college owned smart phones, started this afternoon and continues through this week
 - Instructions for upgrading will be sent via email to users, and IT will be available to assist with upgrades to college owned smart phones.

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The following question arose during the discussion:

[Question]: Is web access to Outlook (OWA) affected by the upgrade?

[Answer]: Yes, users will need to enter a new address to reach OWA (this used to be wwwx.oaklandcc.edu). The address is:

Mail.oaklandcc.edu

4) Update regarding the work to define “Student Success”

- Cathey Maze gave an update highlighting the following points:
 - Current definition focuses on “completers”.
 - Feedback is currently being collected from various college groups regarding the definition.
 - At the last Senate meeting, members felt that the current definition was really an institutional success measure, versus a student success measure.
 - It is recognized that the definition must be measurable quantitatively and qualitatively, so it is being looked at in both ways.
- The question was raised as to whether or not the final proposed definition would be taken to Board for approval. Ms. Maze indicated that the final proposed definition would be taken to the Board by Cabinet. The estimated time frame is the April Board meeting.

5) EMP action plans/Integrated Planning update

- The community assembly was updated on the EMP action plans and on Integrated Planning.
 - The EMP has implementation teams in place for the different objectives.
 - The following information will be reviewed by the Cabinet and then posted on InfoMart in an EMP section:
 - Implementation Team membership.
 - EMP Objective histories.
 - A statement of purpose for each objective. A SWOT analysis – Strengths/Weaknesses (internal), Opportunities/Threats (external).

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- Integrated planning: Cabinet and EMP implementation team members will be doing a mash-up of the action plans. Cabinet will do a prioritization of the proposed action plans. It was stressed that Integrated Planning is dramatically different from prior OCC planning and budgeting processes.
- Ms. Maze indicated that the Higher Learning Commission (HLC) has a new accrediting process, called “open pathways”. Data will be uploaded to one of the HLC’s files to ensure the college is meeting their criteria, on a consistent basis. In addition, a quality project will be underway, and the topic of Integrated Planning may be the project chosen.

Open Discussion

- 1) A request for feedback on the holiday party policy, to gauge whether it was successful, was elicited. Following are the individual responses shared:
 - Cookie exchange was fun, hopes it will be an annual event.
 - Potluck was fun and well done.
 - Forgotten Harvest food drive collected 600 lbs. of food. Had to discard a lot of donated food due to expired food dates.
 - It was good for the DO family to come together
 - Want to recognize Kelly Taylor, Kim Combs, and Pam Ryals for coordinating the DO potluck.
 - Want to recognize Leanne Nadlicki for coordinating, in partnership with Kelly Taylor, the DO Forgotten Harvest Food Drive.
- 2) There was a comment that in some of the other OCC community assemblies there is a topic titled “rumor control”. The question was asked if anyone has any information regarding this.
 - In response, Ms. Maze gave the example of a rumor that may have originated from the plan to bring down Highland Hall, which instead was rumored that the college planned to close down the Highland Lakes campus.

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- Another rumor example pertained to the purchase of additional property in Southfield. The rumor indicted that the land was purchased with the intent to expand the Southfield campus, move the Nursing program to Southfield and close the Highland Lakes Campus. The truth is that the property was purchased, at a very attractive price, to allow for future campus growth. At this time, no plans have been made for the land. Ms. Maze encouraged meeting attendees to bring questions of interest or concern they have to the community assembly meeting.
 - A further comment suggested that if individuals are not comfortable bringing their question to the community assembly, that they seek out a Cabinet member to address their question.
- 3) An announcement was made that the schedule of winter events for culinary have been published. February 20 is Casablanca night. In March, at the Ridgewood Café, there will be an Italian buffet. Brochures describing the various events can be obtained from Janet Roberts. Information can also be obtained on InfoMart.
 - 4) A reminder was given that OCC will be celebrating its 50th anniversary. Individuals interested in volunteering to help with the preparations are asked to send an email to Janet Roberts.
 - 5) Informational announcement that the Governor will be at the Orchard Ridge campus this evening was made.
 - 6) Mr. Montgomery recommended that all individuals take the on-line PDTC class titled Security Awareness 101. This will assist individuals not only in the workplace, but as a consumer as well.
 - 7) A question was asked about how the office supply cabinet for overflow supplies, recently placed in the DO garage, is working out. The one response received indicated that it is serving its purpose very well.
 - 8) An announcement was made that there will be a garage sale at Highland Hall. Further conversation on the topic presented the following:

Communication - Collaboration - Innovation

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- Employees interested in the furniture should contact Roger Steele.
- Items, which are not of good quality, are items that facility managers do not have a need for in terms of placing it within the campus communities.

Additional Topics Raised During the Meeting

- 1) Margarita Wagerson was introduced as the new Manager of Marketing Communications, effective as of this past Monday.
- 2) Chuck Thomas was introduced as the interim Vice Chancellor for Financial Services.

Meeting Adjourned: 11:58 A.M.