District Office Community Assembly

Meeting Notes
June 2, 2015

Announcements / Updates

1) Employee Volunteer Gardening

- Mike Halaburda informed the meeting attendees of a recent suggestion which would allow for District Office staff to perform gardening functions, on a volunteer basis, on the grounds of District Office. Approval for this volunteer project, which is to be done on non-scheduled work hours, has been approved by Human Resources, Peter Provenzano, and Chancellor Meyer.
    - Because it was strongly suggested to work with professionals in the industry, Mr. Halaburda will be meeting with a professional landscaper who has volunteered to provide ideas for the project. These ideas will be recorded, and landscape sketches will be generated.
    - Materials needed (i.e., top soil, etc.) will be provided by the College.
    - Employees interested in participating are to contact Mr. Halaburda.

- Mr. Halaburda also provided a recap of recent grounds work performed at District Office. Examples of the work activities include:
    - Cutting back trees.
    - Re-brick of the screen wall located in the back parking lot.
    - Re-brick of the picnic table area.

2) Colleague User's Group

- Sharon Converse advised that Lunch & Learn Colleague User sessions have recently been formed. The idea for these group sessions was created due to an observed need to assist employees in resolving Colleague-related issues. Users can bring existing problems they are encountering, and also participate in information sharing to assist other users.

- Employees are encouraged to attend these sessions when possible, as there are many new features in the Web UI version that are not available in the Desktop version; thus saving users time in performing work tasks.

Communication - Collaboration - Innovation

- Although Query Builder is still being used in the Desktop version, everyone is encouraged to use the Web version, which is the version that will be used during the training sessions.

- The first training session will be held at District Office; however, meetings may then rotate to the various campuses. Session dates/times will be announced and agendas will be included.

Information Sharing

1) Cinco de Mayo Event

- Leanne Nadlicki provided a summary regarding the recent Cinco De Mayo event held at District Office. Data provided included:
    o   Number of People Responded: 51
    o   Number of People Attended: 45
    o   Money Collected: $149
    o   Expenses: $115

  Ms. Nadlicki thanked those individuals who gave extra money for the event, and expressed appreciation for the opportunity to gather people together. The next event is not yet planned; however, volunteers are always welcome to join the planning committee.

Presentation

1) Budget Presentation

- Peter Provenzano gave a presentation on the College budget, which was a condensed version of the same one presented to the Board. Mr. Provenzano informed the meeting attendees that the budget process was recently finished, and thanked all those involved with the process.

- Presentation highlights consisted of a description of:
    o   Operating Budget and the Capital Budget.
    o   Three -year Budget with Two-year Forecast.
    o   Ten-year Trend.

- o Summary of Significant Changes from 2015
  - ➢ Increased Revenue
  - ➢ Decreased Expenses
- o Pension Reserve
- o Examination of ideas from the College community (a committee has been put together)
- o Operational Reviews
- o Contract Negotiations
- o Next Steps

- Mr. Provenzano again thanked everyone, adding that tremendous progress has been made; however, there is more work to do.

Open Discussion

- The following information was obtained during the open discussion session of the meeting:
  - o April is Diversity Awareness Month. The annual Music in the Park event is scheduled for June 12, 11:30 A.M. – 1:30 P.M. A flyer will provide further details.
  - o The College will not have printed catalogs for 2015; instead an E-catalog is scheduled to be available online beginning June 15. The catalog will contain only academic information.   Other information will be located on the website. Currently there are no plans to stop printing the schedule of classes.
  - o The College website is not yet up due to startup problems and vendor issues. It is anticipated to be operational by next semester.
  - o The State of the College presentation by the Chancellor is on the website; everyone is encouraged to view the 20-minute presentation.
  - o There was a visit by the Higher Learning Commission to look at the College's online learning. The Commission met with the College community during the one-and-a-half day visit. A preliminary report will be received and reviewed, with a final report to be received by mid-July. The goal is to be approved for online courses.
  - o Non-general fund and general fund budgets will be available beginning June 8, allowing everyone the ability to begin entering their requisitions for the next fiscal year.

Meeting adjourned: 11:51 A.M.