

Auburn Hills Campus Community Assembly  
Tuesday, October 7, 2014 – 4:00pm-5:00pm, F124  
Minutes

**1. Welcome**

Auburn Hills Campus President Tim Taylor opened the meeting with 22 in attendance. Michele Kersten-Hart's presentation was moved up in the agenda to accommodate her schedule.

**2. Presentation - New OCC Identity Standards and Web CMS/Redesign Process**

Manager of Multi-Media and Web Services Michele Kersten-Hart provided information about two areas of change in college graphics:

New OCC Identity Standards:

- The college logo is not changing, but we will be using the 50<sup>th</sup> Anniversary Logo until 2015.
- College fonts are now Franklin Gothic and Century Schoolbook
- A new business card format has been adopted but employees are encouraged to use their current supply before ordering new cards.
- For email use only, 50<sup>th</sup> anniversary stationery and logos can be downloaded at the Graphics web page. Contact Graphic Services to request logos for other purposes.

Web Redesign:

- Overhaul of the college website began in December 2013 and is proceeding in phases.
- All phases will migrate to the new web site format in November.
- Web page owners are asked to review their pages and submit updates by November 1.
- Pages that are not current will not be migrated.
- See InfoMart news stories for updates on progress.

**3. Announcements/Updates**

Campus Dean Update

Background points made:

- We are in a major restructuring phase.
- Restructuring is being driven by the need for us to reduce operational costs due to a loss in property tax revenue and significant enrollment decline.
- The decision to incorporate the duties of the Director of Student Services position into that of the Dean of Campus Affairs position is an effort to streamline administrative services and reduce operational costs.

We are in the process of searching for an AH Dean of Campus Affairs. The president and Dean Bayer are scheduled to interview two internal finalists. RO and SF Campus may be looking at the same candidates. By the end of this week we should know what we want to do about the position. If we don't have a dean from the current candidates, we will post the position externally. The dean at AH will be located in B242D, the office of the former Director of Student Services.

### Travel Requests

To more effectively use limited travel resources in support of college goals and professional development needs, a new travel procedure has been adopted for administrators and managers. Requests for travel through June 30, 2015, are to be submitted on an Administrative Travel Application (FS 39) through the employee's supervisor and cabinet member by October 14, 2015. A Chancellor's Cabinet subcommittee will review all applications using pre-determined criteria/goals and recommend a plan of travel to the cabinet for the entire year. Employees are to be notified of approvals by mid-November, at which time they will submit the appropriate travel authorization forms. *(The new procedure will not apply to the following, which will be funded from a separate pool: deans, faculty, the Office of Curriculum and Student Learning/Institutional Research and travel related to accreditation, Perkins and academic pursuits.)*

### Facilities

Feedback from the campus makes it clear that our facility scheduling process is not meeting user expectations. The duties of the campus facilities manager are broad ranging and complicated, and scheduling itself is a complex many-faceted process. It's clear that we need to find ways to identify the barriers and devise solutions that work using the resources available to us.

**Action: At the next meeting Jeff will explain the complex steps involved in the scheduling process and talk about the things that cause it to bog down. We will put together a group to work with him to fix the process and make it more timely, flexible and acceptable to all.**

### Lunch with the President – President/Students Event

Representatives of student groups and independent students will be invited to attend a pizza lunch with the president October 28, 11:30am-1:00pm. Student organization representatives will give a brief report on their organization, and the entire group will participate in a discussion with the president about their OCC experience—why they chose OCC, what is working well for them and what they would like to see changed. Tickets will be available to the first 100 students who respond. A similar event is to be planned once a semester in spring and fall.

### 50th Anniversary Activities

- A 50th Anniversary Mural Competition will launch the week of October 20. The event is open to all OCC students with the exception of OCC employees and family members. Application packets will be available online. Mural designs must incorporate the following elements: the 50th Anniversary of OCC, the technology programs offered at Auburn Hills Campus and Student Life. Designs will be judged by a panel of faculty, staff and administrators. The winning student will receive a commission to paint the design at the intersection of Buildings D, E and G. The unveiling ceremony will take place in March 2015.
- Serving 12 for 50 (12 Months of Service Projects during OCC's 50<sup>th</sup> year - 9/2014-8/2015)
  - On September 11 faculty, staff and students supported Dessert Angels by packing Miracle Boxes for our troops.

- On October 25, 2014—Make a Difference Day—volunteers will set up a haunted house for the Boys and Girls Club of Auburn Hills.

Send contacts to non-profit organizations or ideas for other 50<sup>th</sup> projects to Jess Lizardi.

### Community Day

On Saturday, March 28, 2015, OCC will thank the community for their support by offering free classes at each campus. Anyone can teach a class, e.g., how to change a furnace filter, do a craft project, etc. This is a way to bring the community to campus to let them see what we do while they're here for a fun event.

### Auburn Hills 2025 – A Vision for the Future

Campus President Tim Taylor is interested in developing a shared vision as to what the Auburn Hills Campus could or should be in the future. A process for including everybody's voice in this effort will be implemented.

## **4. Community Comments, Concerns, Suggested Solutions**

President Taylor offered some matters to think about:

- Is Community Assembly working for us?
- Can we make it better?

He invited all to come to his office or call him on his cell phone—whatever is comfortable—to talk about these or any other issues or concerns.

New Vice Chancellor of Administrative Affairs Peter Provenzano recently toured the campus to get a first-hand view of some of the issues unique to the Auburn Hills Campus.

Pat May – Please encourage OCC students who are planning to transfer to a university or 4-year college to attend the College Transfer Day Wednesday, October 22, 2014, from noon to 3:00-pm, 1<sup>st</sup> Floor of F Building. This is a free event.

**Next Meeting: Tuesday, November 4, 2014, 4:00pm-5:00pm, AH:F124**

Submitted by Betty Green