DO Community Assembly
Meeting Notes
November 5, 2013

Announcements

1) Web Content Management System (WCMS) and website refresh project update

- OCC is purchasing a Web Content Management System (WCMS). The Board has approved the project, vendors have been selected, and Purchasing is finalizing the contract. The WCMS software will have a user friendly interface, enabling departments to update their own content. Individuals within departments will be given the opportunity and responsibility for the management of their content. Training will be made available as a part of the implementation plan.

  There are 20,000 existing web pages to be integrated into the new OCC website. It is an ongoing project which will require a consider amount of time to complete.

- At the same time, OCC is procuring the services of a web development company to assist Marketing and other groups in redesigning the OCC website. The new website will be written in a software language which is compatible with the WCMS mentioned above.

2) Release of College Brain Trust (CBT) Reports

- Final CBT reports will be released next week. Cabinet appreciates everyone's patience while they reviewed and considered the full implications of the recommendations made in the reports. An announcement will be made on InfoMart as soon as they become available.

Communication - Collaboration - Innovation

District Office Community Assembly

Demonstration

1) IT Service Catalog

- Dave Dunshee provided a demonstration of the IT Service Catalog. There are currently 170 services offered, and in many cases, users will be able to order the services directly from the catalog instead of creating a RITS (Request for Information Technology Services). The Catalog will be continually updated to reflect current service offerings. The community was encouraged to access the catalog to become familiar with it. A 'Quick Tour' button, located on the catalog's home page, is available to give users an overview.

  The catalog can be accessed through InfoMart, and by choosing the Information Technologies section located under the Departments tab. The link to the Service Catalog is listed here for your convenience. http://infomart/IT/ServiceCatalog/

- A question was asked if other work groups which provide services to OCC might use a similar catalog to communicate their services. There was positive response to the suggestion, and this will be passed on to OCC Administration for their consideration.

Open Discussion

1) Post furniture/equipment that is in storage, onto InfoMart

- There was general discussion about photographing and posting photos of spare furniture and equipment, currently in storage, on InfoMart to make it easier to reuse existing inventory.

  o Kelly Taylor agreed to do further research with facility managers.

Communication - Collaboration - Innovation

- In a related discussion the community shared ideas about reusing office supplies. It was suggested that a cabinet be secured where employees can take excess supplies to make them available for the DO community at large. A pilot to test this concept will get underway very soon.

  o Kelly Taylor will look into securing a cabinet.

2) Create a Supervisor manual

- Pam Dorris reported that she is collecting a wide range of suggestions for content from supervisors to be placed in the manual. She anticipates having it available in January via electronic format on InfoMart.

3) DO Celebrations

- There was a lively discussion about the different types of celebrations (birthdays, holidays, etc.). It was noted that there are great variations in practice across the college. Volunteers were identified during the meeting to form a committee to review current practice and make recommendations. Those who volunteered include: Amy Baker, Joyce Carter, Candy Geeter, Cathey Maze, Sharon Miller, Renee Oszust, Latosha Redmond, Pam Ryals, and Kelly Taylor. The group will report back as to their progress at the December DO Community Assembly Meeting.

4) Other

- A question was raised as to the status of the Exempt Administration/Management review performed by the external consultant.

- It was recommended that Michael Schmidt be invited to give a presentation on his recycling efforts at a future Community Assembly meeting. That idea was supported by the meeting assembly.

  Meeting Adjourned: 11:58 A.M.
  Next Meeting Scheduled: Tuesday, December 3, 2013.