District Office Community Assembly

Meeting Notes
March 4, 2014

Announcements / Updates

1) District Office Employee Recognition

   - It was announced that the 2014 District office Employee of the Year has been awarded to Mary Chambers and Alkinie Lewis.

2) Oakland Community College Founder's Day

   - March 19, 2014, marks the second annual OCC Founder's Day, which is in recognition of the founders of OCC. The date also coincides with the birthday of George Mosher, one of the founders. Cake will be served for employees, and a large birthday card will be available to sign for Mr. Mosher. Additionally, in honor of this day, college employees and students are asked to do community service during the month of March. A service pin will be awarded (green, silver, or gold) according to the number of community service hours logged.

3) Commencement 2014

   - The Oakland Community College Commencement will take place on Saturday, May 17 at 2:00 P.M. at the Palace of Auburn Hills. An email will be sent regarding cap and gown ordering for those employees who plan to attend. A pre-commencement reception will take place for employees attending the ceremony.

4) Excellence Day

   - Excellence Day will take place on April 11, 2014. It is an opportunity to recognize OCC employees. Locations for past events have been the Royal Oak or Southfield campuses. However, an alternate location, either the Auburn Hills or Orchard Ridge campus, is being considered.

   - Gail Pitts announced that Jessica Jensen was recognized as the outstanding employee at the Royal Oak/Southfield campus.

Communication - Collaboration - Innovation

District Office Community Assembly

Presentation

1) InfoMart *Procedures* Tab

- Terry McCauley introduced the new *Procedures* tab located on InfoMart. Its function is to house procedures that apply to more than one department. There are currently four procedures posted in this location. The presentation highlighted the Personal Data Protection and Identifiers Procedure, which is applicable to all employees, as well as the Social Media procedure. Employees are encouraged to become familiar with procedures that pertain to their assigned work responsibilities. In addition, Mr. McCauley encouraged the attendees to identify and publish procedures that affect multiple work-groups.

- In response to a question about links embedded in procedures, a discussion ensued highlighting the intention to not maintain multiple copies of procedures- but instead maintain one copy and link to that procedure from wherever appropriate.

- An inquiry was raised regarding who the approvers are, that was mentioned during the presentation.
    - Mr. McCauley replied that some procedures will require a Chancellor's Cabinet member, whereas others will require the director's approval.

Information Sharing

1) Freedom of Information Act (FOIA) Guidelines

- Janet Roberts discussed the Freedom of Information Act (FOIA) guidelines, and how they apply to the college. Because OCC is a public body, we must respond to all FOIA requests. **FOIA requests must be responded to within five business days. For this reason, it was emphasized that upon receiving such requests, employees are to immediately forward them to Janet Roberts, who is the college's FOIA Coordinator**

The requests must be in writing, not called in. Written communication requests can include hardcopy, email, and even scraps of paper. The college does have the option to extend the deadline for a request, require specificity of request, and to charge for the cost to find, copy, and put together the documents relating to a request.

FOIA covers documents that may not normally be considered a document. Examples can include recordings, tapes, and photos. If you use a smart phone, either college provided or personal, to conduct OCC business, any correspondence or documents

Communication - Collaboration - Innovation

stored on the device are FOIA-able. Anything that represents a document or record is FOIA-able. Certain information is exempt, such as Social Security numbers, home address, FERPA information, and your own personal notes, which are not FOIA-able.

2) College Email on Personal Cell Phones

- It was brought to the attention of the Information Technologies (IT) group that some employees on campus believe that the IT organization is spying on employees through their phones. Bob Montgomery informed the community assembly members that the IT department does not, and cannot, spy on employees through their smart phones. The rumor stems from the recent upgrade to the email system, which required employees to provide IT the ability to wipe an employees' phone (college owned or personal) if necessary. This requirement is a part of the Microsoft upgrade, and not due to an IT initiative. There is also a requirement for employees to install a PIN (Personal Identification Number) on their personal device in order to access college email. Employees do have a choice as to whether or not they want to install the upgrade on their personal device, allowing access to college email. However, in subscribing to this service, the parameters relating to the upgrade are incorporated.

- In cases where an employees' phone is lost or stolen, the employee themself will be given the steps to wipe their own phones. IT will provide a procedure to assist employees with task and publish it in the IT Service Catalog.

- A question was raised as to whether or not IT encourages or discourages the software download.
  - The response provided by IT is that it is a personal choice to be made by each employee. As with downloading any application, users should exercise caution.

- It was asked if there is a way to wipe only college information and not personal information.
  - It was advised that the technology does exist, however, the college does not own it, and it is very expensive.

- It was also shared that there are approximately 150 college-owned smart phones, and there are 300+ smart phones currently connected with the recent upgrade.

- A suggestion was made to provide a communication to employees explaining that it is a "collaborative" effort, between the employee and IT, to wipe an employee's phone. It was agreed by IT that a communication will be sent to assist employees in this understanding.

Communication - Collaboration - Innovation

3) Adjunct Email

- The IT organization was advised that adjunct instructors commonly contact the IT student help desk, or instructional technologists, to inquire about their OCC email account. It was advised that employees direct all inquiries to the IT Support Center. It was also advised that this will be communicated at the next Dean's Cabinet meeting.

Open Discussion

- An inquiry arose regarding how individuals participate in social media.
  - In reply, it was explained that certain employees who represent the college, have job tasks which require the use of social media. An example is those employees involved in Student Life.

- It was mentioned that the recent Soul Food potluck held at the District Office went well.

- Current priority registration is at 2303 students, an approximate 10% decline as compared to this time last year.

- It was suggested that the reason enrollment is down from the recent high enrollment is due to individuals returning to work, as well as the fact that the population of the traditional college age student is declining. For these reasons, and others, it is not anticipated that over the next few years enrollment numbers are going to be positive. However, this is a natural trend and it was pointed out that enrollment is still above the college's long term average.

- A question was raised as to whether contract workers and temporary employees have access to other employees' personal data.
  - It was advised that they do but there are checks and balances for that supervisor. Also, such employees have been assigned to do a specific job for the college that requires them to have access to this data.

Meeting Adjourned: 11:52 A.M.