

District Office Community Assembly

Meeting Notes

April 1, 2014

Announcements / Updates

1) Excellence Day

- Excellence Day will take place on Friday, April 11, 2014, from 2:00 P.M. – 4:30 P.M., at the Auburn Hills campus in G-240.

2) IT Smart Phone Update

- At last month's DO Community Assembly meeting, there was discussion surrounding the ability to wipe personal/college Smart phones. IT has since then established procedures to further assist employees in their knowledge and ability to address this subject.
 - IT Service Catalog Entry: Wiping a Smart Phone
 - IT Service Catalog Entry: Finding a lost Android Smart Phone
- Mr. Montgomery reiterated that the IT department will not wipe an employee's phone. Instead, upon an employee reporting their phone as lost or stolen, IT will guide the employee to wipe, and/or locate, their phone, using the above mentioned guidelines.
- Employees were encouraged to become familiar with the guidelines, and use them carefully. As a reminder, these, and other IT services can be accessed via the online IT Service Catalog located on InfoMart.
- A question was raised regarding what happens when a phone's battery is dead and having the capability of performing a wipe. In response, it was stated that in such a case, the wipe would not be possible.
- The meeting attendees were also advised that it is good practice to back up their data and photos on their smart phones.
- At the suggestion made by an employee, the IT Service Catalog will soon contain a feature titled "What's New". Here employees will be made aware of recently added, changed, or deleted entries, and other important and timely information.

District Office Community Assembly

- A question was raised as to whether a College-wide communication will be sent advising of the wiping procedure. Mr. Montgomery stated that this will be considered, along with the possible use of the new procedures tab located on InfoMart, as the communication tool.

3) EMP Update: Action plans are posted

- Ms. Maze updated the community on the Educational Master Plan (EMP).
 - Each of the objectives has an Administrator in Charge (AIC) assigned, and any questions regarding a specific objective can be addressed with that AIC.
 - All objectives (approximately 12) have action plans in place.
 - An InfoMart website has been constructed which enables employees the ability to view ongoing progress. Year 1 ends on June 30, 2014.

The online EMP Developmental Education objective, located on InfoMart, was highlighted. During the discussion, a question was raised regarding Financial Aid student demographics. In response, Dr. Maze indicated that IR has the data and can be shared with the interested party at their convenience.

4) Student Success definition

- Ms. Maze highlighted the current working definition of Student Success located on InfoMart. It was explained that the definition has two components one qualitative, one quantitative:
 - The exploration, identification, and achievement of personal goals; and
 - The advancement from enrollment to academic achievement resulting in college readiness, certificate/degree completion, transfer, and/or employment.
- Meeting participants were encouraged to read and become familiar with the website, and to forward any questions to the link that is supplied within the online site.

5) Staffing Updates:

- Ms. Maze gave an update regarding 4 topics:
 - Regarding the AH President search, it was communicated that the search portion has concluded, and they are awaiting the acceptance from the selected individual.
 - In regards to the Deans search, both internal and external candidates are being reviewed for the various positions.
 - The search for the CFO will be conducted through the use of a search firm, who will focus on local candidates.

District Office Community Assembly

- A Faculty SIP (Separation Incentive Plan) developed by the College was presented to OCCFA. OCCFA reps will be meeting with Human Resource Vice Chancellor Bill MacQueen, this afternoon.
 - A question was raised regarding the status of the Directors of Student Services (DSS's) and the Managers of Campus Affairs (MCA's) Interim positions. It was stated that the March 31 deadline was extended.
- 6) Senate Elections: Clarification on staff participation
- Ms. Maze spoke about the upcoming Senate elections, as well as staff participation in Senate.
 - Senate will be conducting elections for senators in April for the next academic year.
 - Attendance, in which there is no change from prior guidelines, will involve the following:
 - Administrative representatives. The administrative representative at each campus senate will include the campus President and Dean of Campus Affairs.
 - Staff on each campus will be given invitations to serve. If your job directly involves academics, and there is supervisor approval, employees can submit their name for consideration.
 - The focus with Senate will be on the various College academic divisions, not based on the various campus locations.
 - In response to a question raised about obtaining information about Senate activities, it was advised that employees can access the information via minutes that are displayed on InfoMart.
- 7) CBT Update: Remaining reports due in June
- Mr. Montgomery informed the meeting community that OCC Administration has been working with the CBT (College Brain Trust) for the past two years. At this time, there are two reports due from the CBT, with a deadline of June 30, 2014. Upon review for accuracy, OCC Administration will make these reports available for the College community.
 - Ms. Janet Roberts informed the meeting attendees that she was made aware that one of the two reports is now available.

District Office Community Assembly

- A question was raised as to what the specific reports are that remain. Mr. Montgomery will inquire and communicate this information back to the assembly.

Information Sharing

1) International Student Task Force

- Ms. Maze informed the meeting attendees that, following the concern expressed at last month's Board meeting regarding the increase to out-of-state tuition, a task force was formed.
 - Their focus will be to fully understand the impact on the community, and report back to the Board.
 - The first meeting will convene this afternoon at the Auburn Hills campus.
 - Individuals representing various groups will be in attendance, including those of multiple ethnic groups, along with various attorneys including those specializing in immigration and civil rights. In addition, student advisors, faculty, deans, and administrators from OCC will be in attendance.

2) Ceramics update

- Ms. Maze advised that there has been a lot of discussion, surrounding the topic of the Ceramics Technology Program at OCC, at recent Board meetings. Individuals, both inside and outside the College have been coming to the Board meetings to express their concern, and asking that the program not be cancelled. Ms. Maze provided the following information:
 - OCC has no current plans to deactivate the for-credit Humanities or Ceramics programs.
 - Henry Tanaka has opened up a dialogue With the Ceramics students and faculty, who now feel that they are receiving accurate information; and, it appears that the level of concern has been significantly diminished.

Open Discussion

- 1) Michael Schmidt asked that employees be cautious in the use of perfumes and air fresheners, as this can trigger respiratory issues in individuals. While there are currently no set guidelines in place, this will be looked at more closely on a College-wide level. Any changes will be communicated.
- 2) Pam Dorris advised of upcoming PDTC workshops. Among those included are:

Communication - Collaboration - Innovation

District Office Community Assembly

- Budget 101: April 4 and 11 at the Pontiac Center.
 - Introduction to Prezi: April 18 at the Auburn Hills campus.
 - Appreciating the Person: April 29 at District Office.
- 3) Selvia Hines reminded everyone that for those who plan to attend Excellence Day, their RSVP's need to be sent to her. Also, Founder's Day volunteer sheets need to be submitted.
 - 4) An inquiry as to the status of the supervisor's handbook was raised. Ms. Dorris advised that it is currently being reviewed by Human Resources. Additionally, a website and manual is being created. This information will be made available for all employees to view.
 - 5) A question was raised regarding the new Procedures tab on InfoMart, and whether existing information can be incorporated, versus recreated, to match the existing format. Terry McCauley advised that information can be incorporated into the new format.

Meeting Adjourned: 11:56 A.M.