

District Office Community Assembly

Meeting Notes June 3, 2014

Announcements / Updates

1) Budget Workshop

- Gail Pitts passed out an informational sheet to meeting attendees. The information assists with understanding budget rules, awareness of an available budget workshop, and procedures for year-end closing functions.
- Ms. Pitts informed the community that last year's revenue was less than expenses, and urged departments to do a better job of monitoring their budgets.
- Attendees were advised that the *Budget 101* workshop can assist employees in planning their budgets. Topics include: budget overview and terminology, what a budget is made up of, how to procure goods and services, among others. The workshop, based upon various feedbacks, was tailored to the groups who utilize such information. Individuals with budgeting concerns are asked to contact Cissie Patterson in order to enroll in the Budget 101 workshop.

2) Year-end Invoices

- Ms. Pitts informed the community that despite repeated annual appeals for departments to submit required documents on time, last year was the worst in terms of on-time submissions. Late submission of documents such as invoices and Employee Action Forms (EAF's), create much more time-consuming work.
- Individuals are asked to check for outstanding invoices, open purchase orders/blankets, requisitions, anything requiring payment, and submit such documents to Financial Services by this year's submission deadline of July 11, 2014.
- Cathey Maze expressed that a workshop would be beneficial for department chairs, and will contact Cissie Patterson to discuss specifics for a workshop. Additionally, Ms. Maze would like to have a presentation for the Deans.
- Sandy Walter requested that where an invoice has not yet been received, to please send her an email with the pertinent details. This will assist Financial Services with their year-end closing requirements.

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3) Student Success Definition

- Sharon Miller opened this topic by reading the final version definition of *Student Success*, which states:

Student success is the exploration, identification, and achievement of personal and academic goals resulting in college readiness, credential/certificate/degree completion, and/or employment.

Additional information:

- The purpose of this definition is to establish a philosophical alignment within the college and measurable goals for student success.
 - This definition emphasizes our strategic priorities.
 - “Credential” was added to the certificate/degree in order to include non-credit.
 - We did affirm our intention to say “employment,” not “employment readiness” because of our commitment to be responsive to the needs of our local community – specifically a trained workforce.
 - We will need to consider what the implications will be for career counseling and placement services at the college if one of our goals is to increase employment.
 - Next we will begin a process of selecting key performance indicators (KPI) to track our progress in measuring, understanding and increasing student success.
- A question was raised whether the college has a person who reviews student records regularly to determine who is eligible to receive a degree.
 - Ms. Maze responded that currently students have to see a counselor, who performs the audit. Going forward, the plan is to do away with the fee and the requirement to see a counselor, and automate the degree audit process.
 - An inquiry about the possibility of setting up a progression of achievement: first a certificate, then the degree?
 - Ms. Maze advised that in many cases, the completion means more to the college than it does to the student. In those cases the students just want the classes because they lead to a job- they do not care about the credential. One of the things that they are working on through Senate/EMP, is to ensure that our program offerings are rational and lead both to a degree and employment readiness.

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4) Graduation Fees

- Ms. Maze informed the community that both Deans and Faculty have asked that the graduation fee be done away with, even though it is a small fee. Cabinet has made a decision to eliminate the fee beginning with the fall semester of 2014. The next step will be to figure out a way to automatically confer degrees instead of requiring students to see a counselor first to begin the graduation process.
- A question was asked as to whether OCC is the only college who charges a graduation fee.
 - Ms. Maze replied that the college is one of a few who had continued to do so. She added that a thorough review of all of the college's fee structure will be forthcoming.

5) Suggestions for PDTC Fall Workshops

- Pam Dorris highlighted a few of the upcoming PDTC workshops. Mentioned were: Diversity 101, Invisible Disabilities, and Student Services FAQs, which include FERPA and Raider One information. She urged individuals to send her an email, or send one to the PDTC email box, if there are suggestions/requests for future workshops.

Presentations

1) State of College Address

- Ms. Miller informed the group that on the college's front page and on InfoMart's front page, there is a link to the State of the College address. The 18-minute video is a presentation made by Chancellor Meyer to the Oakland County Board of Commissioners.
- The video was played for the meeting attendees.

Information Sharing

1) Student Evaluations of Faculty

- A question was raised regarding student evaluations of instructors and if they were still taking place.

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- Ms. Maze stated that evaluations for full-time faculty are done for each specific course annually, typically at the 12-week mark. For adjunct instructors the same form is used, and evaluations are done when there is a step increase. Additionally, the process for adjunct faculty instructors is overseen by the department chairs.
- Ms. Maze added that going forward the plan is to make the evaluations electronic, starting with using them first for adjunct instructors, followed then by full-time faculty.

2) Iron Mountain Storage

- Kelly Taylor advised that she had recently pulled files from Iron Mountain, finding items dating back to the '70's, adding that according to the college's record retention schedule, the files do not need to be kept. This results in the college losing money because departments are not reviewing the files they have in storage.
- Further discussion on the Iron Mountain topic brought forth the following statements, questions and answers:
 - There is a college record retention schedule; however, the college does not get rid of historical documents. Departments have to look at the retention schedule and what types of documents they have.
 - Are we going to be getting shredding?
 - Ms. Pitts replied 'yes' and that individuals should let her know when they are ready.
 - Where does document imaging stand?
 - There are two or three work groups that need to be queued up. They are already prioritized by the IT Advisory Group. Funding needs to be procured.

3) DO Summer Picnic?

- Ms. Miller inquired as to whether or not the group has a desire to have a summer or fall picnic/fun day, and if so, does a group of people need to be convened.
 - A suggestion was made that the time frame be fall (possibly September) with perhaps a tailgate party/sports theme.
 - Ms. Miller will convene a subset of people. Volunteers include Amy Baker, Joyce Carter, Kelly Taylor, Leanne Nadlicki.

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Open Discussion

1) DO Community Assembly Meeting Time

- Mr. Montgomery informed the group that the meeting Chairs have received a request to rotate the DO Community Assembly meeting date and/or time in order to accommodate people's schedules. Following are comments and questions which arose relative to the subject:
 - A negative in rotating the meeting is that it then becomes a 'floating' meeting.
 - Is moving the schedule because of a day or time constraint? Can we quantify?
 - Can the meeting be rotated with one occurring in the morning, and the next one in the afternoon, but keeping the same monthly date?
 - Can a meeting request be sent to participants versus a meeting notice email?
 - A meeting date at the end of the week would be more convenient.
 - Not on Senate day.

2) Other Discussion

- Upon gaining attendee feedback, Mr. Montgomery announced that this would be the last DO Community Assembly Meeting for the fiscal year. Meetings will reconvene in September.
- Janet Whitfield extended a verbal invitation for everyone to participate in this Friday's DO Diversity event to take place in the south parking lot.
- A question was raised as to whether there is going to be a 50th anniversary celebration for the college.
 - Ms. Miller replied 'yes', adding that there will be a series of kickoff events with a gala culminating on November 6, 2015.