

District Office Community Assembly

Meeting Notes September 2, 2014

Announcements / Updates

1) Peter Provenzano

- Peter Provenzano was introduced as the new Vice Chancellor of Administrative Services. Mr. Provenzano provided a brief summary of his work history, and said he would be talking with staff individually over the next several months.

2) 50th Anniversary logo

- Janet Roberts informed the meeting attendees that the 50th anniversary logo has now been added to College's letterhead, as well as PowerPoint presentation templates which are located on InfoMart.
- New 50th anniversary logos are now available to be downloaded, and employees are encouraged to incorporate them into their email communications. The Communications department can assist users with the downloading process.

3) Graphic Services

- Ms. Roberts reminded everyone that Graphic Services has a new on-line ordering system for the various services they provide.

4) OCC Blog

- There is now an OCC Blog, with approximately 11,000 participants. Margarita Wagerson described the blog, explaining that it evolved from the student newsletter, and is a "catch all" information area for the whole college. Going forward the OCC Blog will become more important as some information will be eliminated from InfoMart and will instead be communicated here. For this reason Sharon Miller encouraged everyone to sign up for the Blog.

5) Website Redesign

- Ms. Roberts thanked all who participated in the OCC website redesign feedback survey. The most popular was the golf design. January, 2015 is the targeted launch date for the redesigned website.

District Office Community Assembly

Presentations

1) Identity Standards

- Janet Roberts gave a presentation on the College's identity standards, advising that they are located on InfoMart for employees to refer to. Some of the changes/additions include:
 - Fonts
 - Phone number format
 - College Stationery
 - Anniversary logos

Information Sharing

1) Employee Training

- Pam Dorris communicated the 2013-14 employee development responsibilities, and also mentioned some of the current workshops offered. Among which include:
 - Budget 101
 - Conflict Management
 - Diversity 101
 - How to create Infographics Using PowerPoint
 - Requisition training

The employee development responsibilities, along with a complete list of current workshops, are listed on the PDTC website.

- Ms. Dorris also reminded everyone that PDTC continues to provide customized workshops. Interested departments are asked to contact PDTC directly.

2) DO Movements

- Sharon Miller updated the meeting participants on the recent movements involving the DO facilities members (Rich Kolcz, Dan Cherewick, Kelly Taylor), Renee Oszust, Chuck Thomas, and Peter Provenzano.

District Office Community Assembly

Open Discussion

1) DO Tailgate Party

- There will be a DO Tailgate Party, and it is scheduled for Friday, September 26, from 11:30 A.M. – 1:30 P.M. Location will be the back parking area of building.
- The party is a tailgate theme.
- There is no budget provided. Party participants are asked to contribute toward the potluck, or provide the nominal payment instead.
- Menu will consist of sloppy joes, hot dogs, travelling tacos, potato salad, side dishes, and desert.
- A flyer will be sent this week providing all of the details.
- Participants are encouraged to wear clothing showcasing their favorite college sports team.
- Participants can donate loose change, which will be donated to the OCC Foundation.
- A sign-up sheet will be available, and RSVP's are requested to assist with the food planning.
- Cost of tent will come from the Physical Facilities budget.
- Volunteers are being requested to help with the party planning.

2) Bucket Challenge

- Chancellor Meyer is doing the ALS bucket challenge today, which can be viewed on social media.

3) Health Department Speaker

- There will be a speaker from the Oakland County Health Department speaking about prescription drug abuse. The October presentation will take place at the Royal Oak campus. Individuals interested in attending need to submit their request through the Event Brite reservation system.

Communication - Collaboration - Innovation

District Office Community Assembly

4) Michael Golds Conference

- The Michael Golds conference on ADHD is scheduled to take place on September 19 at the Orchard Ridge campus. The conference is co-sponsored by OCC and CHAD. There is a \$75.00 registration fee. It begins at 9:00 A.M., with three break-out sessions. Contact MaryAnnn Cotton with questions.
 - Amy Baker informed the attendees that the fee for students is \$30.00

5) Kelly Representative

- Melissa Mahood is back from maternity, and has baby pictures.

Meeting adjourned: 11:38 A.M.