

District Office Community Assembly

Meeting Notes November 4, 2014

Announcements / Updates

1) New Foundation Executive Director

- Janet Roberts introduced Ms. Carol Furlong, the new Foundation Executive Director. Ms. Furlong expressed her delight in joining Oakland Community College, and her excitement in beginning her new role.

2) Travel Policy Update

- Renee Oszust discussed the new travel policy. Community members were advised of the current two policies. One for Academics, and the other for Administrators and Management.
- The current travel guidelines policy located on InfoMart will be getting updated. Anticipated completion is within the next several months.
- In regards to registering on-line for conferences, a question was raised in terms of how to handle payment. Sara Rowley advised that a Request for Prepayment form can be filled out. In further discussion, it was brought forth that often times registration completion cannot be obtained without first inputting credit card information. Ms. Rowley replied that the P-card program is currently being reviewed, and this may address the requirement going forward.
- For those individuals who have received approved travel through the new travel committee process, Ms. Oszust advised that those travelers will need to complete forms FS06, and FS39 and forward them to Anita Goor. Original receipts are also required to accompany the documentation. Additionally, if travel expenses exceed the pre-approved amount, the employee's supervisor needs to sign the travel form to approve those overages.
- Ms. Oszust recommended that employees fill out, and submit, their mileage and expense forms on a monthly basis. This will help ensure that budgeted dollars are accurately reflected.

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- A question was raised regarding non-required meal receipts for expenses under \$30.00. Ms. Oszust replied that this will also be included in the travel policy review. Incorporating electronic signatures as a part of the travel approval process is being looked into as well.
- Meeting attendees were informed that a Budget 101 workshop is scheduled for November 19 through PDTC.

3) Holiday Potluck

- Kelly Taylor announced that the DO holiday potluck is scheduled for Monday, December 15, from 11:30 A.M. – 1:30 P.M. A sign-up sheet will be forthcoming.
- Leanne Nadlicki will be handling donations for Forgotten Harvest. Two barrels, one located in the lobby, and one at Kelly Taylor's desk, will be available. Please do not provide any items in glass containers. Also, ensure that food expiration dates have not been exceeded. Poinsettias will be raffled off again this year.
- New for this year is an opportunity to fulfill wishes of 43 individuals through partnering with the Grace Centers of Hope. DO employees will be able to take a Resident List which describes the gift wish of someone in need. Anyone interested in participating in this outreach is encouraged to contact Kelly Taylor. Gently used items are acceptable.
- Because many of the requests from the wish list participants are for coats, Ms. Taylor raised the question to the meeting community as to whether or not a coat drive should be conducted instead. A favorable response was received; therefore, an email will be sent to the staff with details surrounding this effort. It was suggested that not more than \$50.00 per individual be given.
- A party at Grace Centers of Hope will be held, and those employees participating in this outreach effort is welcomed to attend the party, and meet the person they sponsored.

Information Sharing

1) Community Day Instructors

- Janet Roberts reminded everyone that Community Day is scheduled for March 28, 2015. This is where the local community is invited to come and take a class(s) for free, taught by OCC employees. Staff can offer to teach any type of class (i.e., scrapbooking,

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crafts, etc.). Upon filling out the required form, teaching volunteers are to submit the form to the campus where they would like to provide the class. Classes can be taught by a single individual or with a partner. Ms. Roberts passed out the necessary form to meeting attendees.

- A question was raised regarding age limit requirements. Ms. Roberts replied that volunteer instructors should note the age limit for class participation on their form.

Open Discussion

- 1) Kelly Taylor asked that any physical moves be communicated to the Physical Facilities Department.
 - The question was asked whether moves need to be communicated to Peter Provenzano. Mr. Provenzano replied that it is appropriate to communicate the moves to Physical Facilities only.
 - No form is required to be fill out, but instead an email notifying Physical Facilities of the planned move, is the established method of communication.
 - Following further discussion, Mr. Provenzano expressed the need to have a process in place regarding physical moves. Kelly Taylor will create a process.
- 2) An inquiry was made regarding a rumor that Enrollment Services is moving out of the District Office building.
 - Peter Provenzano communicated that some discussion had taken place in regards to expanding the Board Room. This may affect cubicle movement. At this time, however, no determination regarding specific movement plans has been made. Administration will be taking a fresh look, after the first of the year, at District Office to determine who needs to be located here, who doesn't, and where employees could be relocated to. A plan will need to be implemented first, in order to avoid moving/changing moves multiple times. It is anticipated that a "decision" regarding movement plans will be made within the next calendar year.
- 3) Mary Anne Cotton advised the meeting community that the Orchard Ridge theater is putting on a production of *Godspell*. Free tickets are available to faculty and staff.
- 4) Margarita Wagerson informed the meeting attendees that the Marketing & Communications group is interested in receiving ideas for news articles featuring employees. Topics such as giving back to the community, or teaching an interesting class, for example, should be forwarded to them.

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- 5) Leanne Nadlicki communicated that Priority Registration started yesterday, and the first two days have gone well thanks to the IT system running smoothly.
 - A question was raised regarding the number of students registered/registering. Bob Montgomery replied that specifics regarding student registration can be found by viewing the Reg-O-Meter located on InfoMart.
- 6) A comment was brought forth that there is concern regarding people's feeling and their treatment due to recent physical employee moves and reporting structure within the building.
- 7) A comment was brought forth regarding a recent email sent to the Administrative Services organization. The email included the topic of spraying disinfectant/air cleaners within the building by employees, and other topics. It was suggested that the email instead should have been sent to the entire building population
 - Peter Provenzano advised that the original intent was to bring the information to the DO Community Assembly Meeting, following communication to his own staff. However, due to an oversight, this did not happen. A note will be made to bring the information to the December meeting.
- 8) A suggestion was made to send a meeting invite, versus a meeting email, for the notification of the DO Community Assembly Meeting.
 - Margaret Warack responded that the decision to send a notification versus invite is due to two reasons: 1) some individuals expressed a desire not to receive the meeting invite into their email/calendar, and 2) meeting replies from all of the DO building occupants would come into the meeting sender's inbox, if an invite was instead sent out. For these reasons it was decided that the email notification was the better communication method.

Meeting adjourned: 12:18 P.M.