

District Office Community Assembly

Meeting Notes April 7, 2015

Announcements / Updates

1) Employee of the Year

- Kelly Taylor announced the Employee of the Year winners for District Office. Cissie Patterson and Laura Summerfield were chosen for 2015-16. Along with all Employee of the Year winners College-wide, Ms. Patterson and Ms. Summerfield will be recognized at the April 24 Excellence Day celebration.
- Winners are to notify Ms. Taylor of their chosen Employee of the Year parking spot at District Office, by July 1, 2015.
- Nominated for the honor were Alan Crouse, Nancy Szabo, Renee Oszust, Alex Bezvik, Marina McKenzie, Ann Morrin, and Liz Hepinstall.
- Ms. Taylor informed the meeting attendees that the District Office Employee of the Year Committee members has voted to remove #3 from the Employee of the Year nomination form. It was felt that it is too difficult to judge a nominee's personal outside activities relative to nomination criteria.
- Ms. Taylor communicated that an idea has surfaced which is to create an employee email box where nominations for Employee of the Year can be submitted throughout the year.

Information Sharing

1) Foundation News

- Candy Geeter discussed two initiatives begun by the Foundation.
 - Fifty Scholarships Give-a-Way
In celebration of the College turning 50, the Foundation has decided to offer fifty \$500 scholarships. Participants can go on line to state how OCC education has changed their lives. Entries will be reviewed and winners chosen.

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- Round Up Campaign
A campaign to increase donations to the Foundation has begun and is in partnership with the College bookstores. For every purchase made at an OCC bookstore the customer will be offered an opportunity to “round up” the amount to the next whole dollar. The amount in excess of the purchase total, up to the next whole dollar, will be the money donated to the Foundation. The campaign, at this time, is scheduled to go on indefinitely.
- Carol Furlong will be visiting the various campuses to launch an employee giving campaign in the near term. Ms. Furlong reminded meeting participants that all donations to the Foundation are tax deductible.

Presentation

1) Persistence & Completion Academy for the HLC

- Tim Sherwood gave a presentation regarding the Persistence & Completion Academy. Dr. Sherwood discussed the concept of the academy. Notable points included:
 - The Persistence & Completion (P&C) Academy consists of 19 states.
 - The function of the academy is to provide a comprehensive review of the teaching and learning quality of an educational institution.
 - It provides a structured, mentored, four-year workshop for the College to look at where we are in terms of student completion.
 - A “quality” review occurs every 10 years.
 - OCC is next up for review in 2018-19.
 - Accreditation is important because it assists an institution in understanding how it can become better, and because it is linked to federal dollars that can be received.
 - The academy will look at:
 - Mission of the institution
 - Integrity, ethical and responsible conduct
 - Teaching and learning
 - Resources, planning and institutional effectiveness

Dr. Sherwood further communicated that:

- OCC will look at the data provided by the Academy, create a plan to address identified areas, and access the plan.

Communication - Collaboration - Innovation

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- The P&C timeline was shared, noting that the College's mentor is scheduled to come to OCC for a visit on April 27, 2015. OCC's peer mentor is Doc Arnett, Director of Institutional Research at Highland Community College.
- Steering this task will be a 3-8 member team consisting of employees from areas across the College, such as Academic Affairs, Student Service, and Institutional Effectiveness.
- Tasks associated with the Academy that has already been completed include:
 - Placement Testing
 - Mandatory Orientation
 - Program/Discipline Review
 - Transfer Credit Evaluation
 - Application Deadline
 - Elimination of Graduation Fee
- What Could Be Next?
 - Mandatory Counseling/Advising?
 - Early Academic Intervention?
 - Degree Maps?
 - Other Ideas?

Dr. Sherwood explained that an added benefit in participating in the P&C Academy doubles as the College's quality initiative.

Open Discussion

- Charisse Neal announced that April is Diversity Awareness Month, and notified the meeting attendees of two upcoming Diversity events.
 - Culture, Conversation and Confection will take place in the DO lunchroom on April 20, 2015. There will be displays set up and food samples from various cultures. Employees interested in setting up a table are asked to contact Ms. Neal or one of the other Diversity Committee members.
 - I am Malala will be presented by Arlene Frank on April 29. It is a story about a girl shot because of her desire to be educated.

Ms. Neal is currently working to create the two events as formal PDTC event.

- Leanne Nadlicki communicated that there is a desire to start a Colleague tips and tricks informal information/training session during lunch time at DO. It would be for anyone interested in learning shortcuts in the use of the Colleague system.
 - Kelly Taylor asked if what is shared/learned during the informal Colleague lunch time training sessions could be listed on InfoMart so as to provide all employees the ability to access the information.

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- Sharon Miller suggested that as the group forms to log the information learned and further discussion could be had about documenting the information and listing it on line.

- Sharon Miller announced that there will be a 50th Anniversary Employee and Retiree Party which will take place on the evening of May 28, and encouraged everyone to make a note on their calendar.

- Selvia Hines thanked all those who took time to volunteer during March in honor of the College's Founders Month. She reminded the group to submit their RSVPs for Excellence Day and their documentation for volunteering so they can be recognized at Excellence Day.

Meeting adjourned: 12:00 P.M.