COMMUNITY ASSEMBLY
Highland Lakes Campus - Student Center Arena
DATE: April 7, 2015   TIME: 4:00 – 5:00 p.m.

In attendance:
- Faculty: Kim Boose, Chris Genei, Nicole Kassab, Bob Lamphear, Karen Robinson, Susan Snyder
- Classified: Sue Henke, Kathy Pfahlert
- Management: Gail Adams, Steve Messina, Ken Reynolds
- Administrators: Tim Walter
- Public Safety: Laura Ketelhut, Jacob Liska
- Custodial/Maintenance/Grounds:
- Contract/IT:

I. Welcome/Introductions of Guest Administration – Tim Walter

II. Announcements/Updates
   A. Cost Saving Measures – Tim Walter reported:
      - Thank you to everyone who submitted cost saving ideas. Solid suggestions were received. Dr. Roman submitted the ideas to Vice Chancellor of Administrative Services Peter Provenzano for further review.

   B. Tandberg Videoconferencing Unit – Tim Walter reported:
      - A new videoconferencing unit was installed in conference room WH315. It is available for everyone’s use. Dave Schaefer is available to help you with the unit. Submit a RITS to the Help Desk to request a training session. You must reserve WH315 by contacting Pam Ryals. The unit can conference to the other four campuses.

   C. Campus Appreciation Day – Tim Walter reported:
      - Thursday, April 16 at 12:30 p.m. in the Student Center Arena. There will be a BBQ/potluck as well as presentation of service awards.

   D. Honors Convocation – Tim Walter reported:
      - Friday, May 29 at 1:00 p.m. in the Student Center Arena.

   E. Commencement – Tim Walter reported:
      - Saturday, May 30 at 2:00 p.m. at The Palace of Auburn Hills.
F. Maintenance Issues – Ken Reynolds reported:
   • An issue was brought forward regarding how to report issues with the restrooms. The
     following procedure should be followed:
       ➢ Students – Continue to call the phone number posted in the restrooms.
       ➢ Employees – Enter a SchoolDude request or send Ken an email.
   • It was asked why the toilets in the restrooms in WH North have hot water and the sinks
     have freezing water in the mornings. Ken said it has to do with the pipes and that the
     fix is complicated. He is aware of the problem and it will be addressed when there is a
     period of time to remedy the situation.

G. Student Life Update – Tim Walter reported:
   • The Diversity Fair on April 2 was well attended; there were over 1,000 people. The fair
     raised over $700 for Open Doors Outreach Center.
   • Saturday, April 11, 9:00 – 1:00 p.m. in parking lot G there will be electronic waste
     recycling. Electronics cannot be dropped off prior to the times stated.
   • Wednesday, April 15, 10:00 – 4:00 p.m. Student Center Arena - the American Red Cross
     will be available for a blood drive.
   • Thursday, April 16, at 7:30 p.m. Student Center Arena – OCC Jazz Band under the
     direction of Tom Dennis.
   • Friday, April 17, at 8:00 p.m. Student Center Arena – OCC Band under the direction of
     Fred Junod.

III. Concerns/Suggestions/Reminders:
   • T. Walter – The Chancellor attended the President’s Staff meeting and discussed the
     state of the college.
   • Jacob Liska – Smoking continues to be a problem. Public Safety makes rounds but
     cannot make students stop smoking. A fine would be the best way to curb smoking;
     however, fines cannot be handed out.
   • Steve Messina – Issues with handicap parking has been a real problem this semester.
     Students are complaining that there is not enough handicap parking spots. Do not send
     students to ACCESS; ACCESS does not control the parking lots. Ken stated that we have
     been audited by the state and we exceed the number the handicap spaces required.
     The formula is one handicap space for every twenty-five regular parking spots and one
     van accessible space for every eight handicap spaces.

The HL Community Assembly was adjourned at 4:25pm.

Submitted by,

Gail Adams, Administrative Assistant
President’s Office
Highland Lakes Campus