

COMMUNITY ASSEMBLY
SOUTHEAST CAMPUS
MINUTES
Tuesday, November 5, 2013
3:00 p.m. – 4:00 p.m.
Royal Oak Campus, Room D-220

Attendees:

N. Baron	B. Bash	C. Benson	C. Bogan	C. Boylston
J. Brown-Williams	D. Burgess	D. Ceci	S. Charlesbois	K. Daniel
T. Dayfield	K. Greiwe	K. Hugelier	T. Ingram	S. Jackson
E. Jones	E. Konja	A. Loftin	J. Matteson	M. Oery
L. Porter	D. Preisler	L. Pzymusinski	S. Reif	S. Rice
C. Sanford-Brown	B. Sault	M.A. Sheble	B. Stanbrough	M. Thomas
S. Work				

Guests:

Krystal Robinson, Student Ambassador – RO/SF Campus

Minutes Submitted by: Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
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OLD BUSINESS

<p>1. Welcome/Approval of Minutes, 10-1-13 Meeting (2 minutes)</p>	<p>S. Reif/ Campus</p>		<p>Approved.</p> <p>Minutes are available on InfoMart/ Committee & Minutes/Community Assemblies</p>
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NEW BUSINESS

<p>2. Announcements/Updates</p> <p>Student Ambassadors & Welcome Center (2 Minutes)</p>	<p>B. Stanbrough/ S. Jackson</p>	<p>There are two openings for Student Ambassadors.</p> <p>Welcome Centers are planned for the RO/SF campus and will be staffed by Student Ambassadors.</p>	<p>Applications will be available at the Student Life home page or Dean's Office within the next week. Student Ambassadors are available to assist with events by contacting the Campus Dean's Office in advance. Flyers highlighting this program will be distributed campus and college-wide shortly.</p>
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Campus Diversity (2 Minutes)	B. Sault	L. Crews and B. Sault are Co-Chairs. This is a collaborative effort to plan events/activities for the upcoming academic year and to recognize and celebrate the diversity within the RO/SF campus.	Future activities include planning for the Martin Luther King ceremonies at the RO/SF campus and discussing a Student Diversity Summit for April.
Arts, Beats & Eats (2 Minutes)	J. Jensen/ S. Rice	This event was a success and netted \$25,000 for student scholarships.	
Budget (2 Minutes)	J. Jensen/ S. Rice	<p>The budget for the 1st Quarter of this fiscal year is over and planning for FY 2015 is in progress.</p> <p>Furniture & Equipment requests for FY 2015 went out the week of September 16th and were due in the Business Office by October 25th.</p> <p>Requests for software went out November 4th and are due December 13th.</p> <p>Budget requests will be going out the 1st of the year.</p>	<p>All Departments should be monitoring their budgets by utilizing the online services. If you need access, contact J. Jensen.</p> <p>If you missed the deadline, contact J. Jensen immediately.</p>
Student Life (2 Minutes)	S. Jackson	<p>An email highlighting upcoming events and workshops is distributed campus-wide every week.</p> <p>The Annual Report is available and can be requested by contacting S. Jackson.</p>	<p>Upcoming events include a "Women's Workshop Series: Forming Norming Session" which is a great opportunity to connect with a student and a coworker, and, in conjunction with the ASC, a workshop will be presented to assist students with prepping for finals from November 18th through December 5th at the RO/SF campus.</p>

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Hazel Park Promise Zone (2 Minutes)	J. Brown-Williams	This is an award to promote education and prepare students for future success, and is available to recent high school graduates within the Hazel Park School District.	Of the 22 students who registered for Fall 2013, 14 students are eligible to have their tuition paid by this award. The remaining students received a full PELL award.
Detroit Scholarship Fund (2 Minutes)	J. Brown-Williams	This scholarship fund promotes education and prepares students for future success, and is available to recent high school graduates within the Detroit school systems. It is offered through the Detroit Chamber of Commerce and the Governor's Office. OCC has teamed up with HFCC, WCCC, MCCC, and SCC to provide this assistance to students who do not qualify for PELL funding.	Of the 386 students who applied to OCC for Fall 2013, 131 registered; 56 are being billed through the Chamber in order for them to continue at OCC. The remaining students received a full PELL award.
JFK Presentation (2 Minutes)	S. Reif	The last presentation for the JFK Speaker Series will be Friday, November 8 th .	James Douglass, author of "JFK and the Unspeakable" will speak at 4:00 p.m. followed by Ginny Cunningham's one-act play based on Mr. Douglass' book and featuring the acting talents of several OCC administrators, staff and faculty members. The presentations will take place at the Royal Oak Campus Theatre. Advanced ticket purchase is required and the cost is \$20.00.
3. Community Relations:			
Chamber Involvements (2 Minutes)	B. Stanbrough	None.	Ongoing.

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<p>Oaxaca (4 Minutes)</p>	<p>B. Stanbrough/ S. Work</p>	<p>Tours of the RO/SF campus were conducted and included “hands on” labs for the group. B. Stanbrough thanked everyone for making this visit a success.</p>	<p>An outside sponsor may be providing funding to support this relationship in the future.</p>
<p>Other Community Involvements - (Salvation Army; Davenport University; Celebrity Readers Program; Oakland Schools; Automation Alley/Patriots’ Week; Berkley School District) (2 Minutes)</p>	<p>S. Reif</p>	<p>These included service projects through the Salvation Army, Davenport University’s tour of the SF campus, which was scheduled due to their interest in developing articulation agreements with OCC, serving as a “celebrity” reader to students in the Southfield Public Schools, OCC’s continued participation in the Oakland Schools’ Superintendent’s Meetings, Automation Alley/Patriots’ Week retreat at Huntington Bank, which has a collection of checks written by famous people, such as George Washington and Ulysses S. Grant, and the Berkley School District’s certificate to OCC for our involvement in the special education post-high school activities.</p>	<p>Everyone was encouraged to participate in the various programs throughout the service areas.</p>
<p>4. Planning: Southfield Land Acquisition - What to do? (5 Minutes)</p>	<p>Campus</p>	<p>The area where the Ramada Inn was located has been acquired.</p>	<p>S. Reif asked for ideas on developing this additional land. Some suggestions included a new library, gymnasium, fitness center, additional classrooms, or outdoor recreation area.</p>

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OCC 50 th Anniversary (5 Minutes)	Campus	J. Roberts is soliciting ideas, slogans and history to commemorate this event. She is also looking for volunteers to assist with planning this celebration.	Contact J. Roberts as soon as possible if you have information to share or if you would like to volunteer.
Holiday Service Activity (3 Minutes)	Campus	Contact Forgotten Harvest or Salvation Army about the Adopt-A-Family program to benefit OCC students.	A committee was formed to start the process. Members include S. Reif, B. Stanbrough, C. Boylston, D. Ceci, S. Rice, K. Hugelier, T. Ingram, M. Thomas, P. Jones, C. Sanford-Brown.
<p>5. Facilities:</p> <p>Facilities Update (3 Minutes)</p>	K. Hugelier	<p>Visiting Faculty Offices have been established in B201 at the RO campus and A224 at the SF campus. These offices can be viewed in Outlook Calendar beginning the week of November 18th. There are no computers in either office.</p> <p>A115 will be the location for an on-site surplus sale; the date is TBA. A renovation project for this room will go to the Board in January and, If approved, it could start in the spring and be available as a 30-seat classroom by fall.</p> <p>Demolition to convert B209 to a 30-seat dual purpose computer room will begin in December and is scheduled to be completed by spring.</p>	An email message was sent to those who have access to booking these offices. This includes Facilities, faculty secretaries, administrative assistants/specialists.

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		<p>The South parking lot at the SF campus has been acquired and will be remodeled and paved.</p> <p>Chair replacements for A201 and A202 at the SF campus will take place in December.</p> <p>A prototype has been prepared and the requisition submitted for a Welcome Center at the RO/SF campus.</p>	
<p>6. Suggestions/Concerns:</p> <p>Security (8 Minutes)</p>	<p>Campus</p>	<p>Staff expressed their concerns about safety on the RO/SF campus and would like a dead bolt and lock added to classroom doors.</p>	<p>This recommendation has been submitted as a facilities project and is currently being evaluated.</p>
<p>Smoking (6 Minutes)</p>	<p>Campus</p>	<p>RO/SF students/staff are violating OCC's "no smoking" policy.</p>	<p>Talk to Cabinet and Board about adopting a policy to create an ordinance so citations can be issued to students and disciplinary action can be taken against staff.</p>
<p>Department Presentation - Issue Oriented (2 Minutes)</p>	<p>Campus</p>	<p>Information from the State, Federal government or other entity which impacts the way OCC does business.</p>	<p>Contact S. Reif with information and prepare a brief presentation for the Community Assembly.</p>
<p>7. Other:</p> <p>Holiday Pay Schedule</p>	<p>J. Jensen/ S. Rice</p>	<p>A campus-wide email message with instructions and deadlines for completing payroll for all groups was sent October 28th.</p>	<p>Contact J. Jensen if you have any questions.</p>

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		<p>Late timesheets will not be processed until the next pay period.</p> <p>Please share this information with students, tutors, adjuncts, and staff.</p>	
<p>Student Photo Exhibit at the Royal Oak Campus</p>	<p>B. Sault</p>	<p>The display is located between B and D buildings and open daily until December 6th.</p>	
<p>CBT Reports</p>	<p>S. Reif</p>	<p>The remaining five reports will be released next week and they deal with Administrative Services, Fiscal Policies, Workforce & Economic Development (involves contractual education), CREST, Student Services, Athletics, and Co-Curricular Activities.</p>	
<p>8. Next Meeting</p>	<p>S. Reif</p>		<p>Tuesday, December 3, 2013 3:00 pm – 4:00pm Southfield Campus Room A-201</p>
<p>ADJOURNMENT: 4:10 p.m.</p>			