



## **COMMUNITY ASSEMBLY**

Highland Lakes Campus - Student Center Arena  
DATE: October 7, 2014 TIME: 4:00 – 5:00 p.m.

### In attendance:

- Faculty: Shawn DiCicco, Chris Genei, Renee Henson, Nicole Kassab, Bob Lamphear, Karen Robinson, Susan Snyder, Kurt Stanley, Larry Stark
- Classified: Shari Buttrey, Melvinia Ford, Merce Gooding, Lindsay Kendall, Linda Mastin, Kathy Pfahlert, Michelle Rose, Cathy Sorenson,
- Management: Gail Adams, Becky Guenther, Phil Krauss, Janine McKay, Lisa Moore, Steve Messina, Keith Pawlovich, Ken Reynolds, David Schaefer
- Administrators: Cynthia Roman
- Public Safety: Jacob Liska, Barry Matthews
- Custodial/Maintenance/Grounds:
- Contract/IT: Joyce Denham, Dennis Likens
- Students: Crystal Crumpler, Tamara DiMaggio

### I. Welcome/Introductions of Guest Administration - Cynthia Roman

- Janet Roberts, Executive Director of Marketing, was introduced.

### II. Announcements/Updates

#### A. Chief of Campus Facility Operations Update – Ken Reynolds reported:

- Job description - Ken now oversees custodians, grounds, and shipping & receiving. John Copeland, supervisor of the midnight custodial staff, also reports to Ken. If there is a problem, please let Ken know immediately so it can be taken care of in a timely manner.
- Student commons area - The major work has been completed. The benches are currently being installed. A cap for the monument has been ordered. A plaque with Highland Hall's history will be placed by the flag pole. The parking lot will be used for Dental Hygiene, Massage Therapy, and short term parking for the Bookstore. Signs will be going up shortly. There will be a dedication to the new commons area in the spring.
- SchoolDude is now the method for submitting work orders; this takes the place of the previous forms used for set-ups and Media Services. Orders for catering will still follow the same procedure.
- The campus doesn't have any major construction projects planned; there could be some paving work next summer.

#### B. OCC Identity Standards/Web Redesign Process – Janet Roberts reported:

- Janet reviewed the college's identity standards as stated on the Graphics page accessible on Infomart. On Infomart, click the Department tab, click Graphics, and then click College Image Plan. Some of the following information can be found: the approved fonts, phone number standard, new business card design, new letterhead, and new logos for OCC's 50<sup>th</sup> Anniversary. Also on the Graphics page is the new Online Order

System for Graphics and Duplicating Services requests. This is the only way that requests can be made.

- Marketing and Graphics is currently working on a new Web design. A survey was sent out a couple of months ago asking individuals for their thoughts and preferences. The new Web redesign will be launched January, 2015. Departments will be able to update their own web page in real time. Alex Bezvik, Technical Web Master, will no longer be the point person for making changes. The Landing pages are currently being rewritten.
- Contact Janet Roberts if you have any questions.

C. Community Day – Cynthia Roman reported:

- Community Day will take place on each campus Saturday, March 28. Solicitation for workshops has recently started. There will be 20-50 offerings per campus. Workshops can be non-academic. An ad hoc committee will be formed at each campus. Children's activities will be available; however, a parent must be present. Individuals interested in facilitating a workshop must complete an application. Applications are currently being developed.

D. Student Success & Completion Presentation – Cynthia Roman reported:

- There will be presentations on November 19 and 20 regarding Student Success and Completion. An email will be coming out shortly.

E. Keyless Locks – Cynthia Roman reported:

- The purpose for locking the mailrooms is for safety concerns and to secure equipment and supplies. The cost to mount keyless locks on five doors is \$10,000 which cannot be justified. The cost to have a key made is 65 cents. Faculty and adjuncts that have a key to a classroom can use the same key for entry to a mailroom.
- Wheelchairs that were previously located in a mailroom will be moved to a more easily accessible location. The locations are as follows:
  - High Oaks Hall – Mailroom (no change)
  - Levinson Hall Science Wing – 1<sup>st</sup> floor staff lounge
  - Woodland Hall South – 3<sup>rd</sup> floor staff lounge
  - Woodland Hall North – Library (no change)

F. Facilities Manager Search – Cynthia Roman reported:

- The posting for a new Facilities Manager has closed. Interviews will take place soon. Kim Hugelier will continue to serve on an interim basis until a person is in place.

G. Utilization of a Common Events Calendar – Cynthia Roman reported:

- A common events calendar would benefit staff working on the ACD lines that are asked questions about other campuses. This would eliminate having to transfer the student to another person.
- Monitors should be utilized for event information. The process for approval is to send the flyer to the Facilities Manager who will approve or deny a request. If approved, it is sent to Dave Schafer to be displayed.

## H. Student Life Update – Keith Pawlovich reported:

- Keith is currently serving in a dual role as Interim Manager of Campus Affairs and Coordinator of Student Development.
- Saturday, October 11, Trunk or Treat – sponsored by PTK. This event will take place in Lot F located next to Woodland Hall South from noon to 3:00 p.m. Volunteers are needed. So far there are 18-20 cars to pass out candy. There will be face painting and scaryoke provided by Wendy Conway. If you are participating, please arrive by 11:00 a.m. Local schools have been contacted. Please spread the word.
- There is a blood drive on Wednesday, October 15, from 10:00 – 3:45 p.m.
- The campus has 6 student ambassadors that are available to help with campus functions. In addition to Keith, there are 3 co-advisors: Kurt Stanley, Kim Boose, and Kris Evans. An upcoming project is to place markers and reclaim the trail to the east of campus.

III. Concerns/Suggestions/Reminders:

A. The Massage Clinic has several openings.

B. Two students attended the assembly and have the following concerns:

- There is no food on campus that is easily accessible. Students in the MDA Program are on campus 4 days a week, 12 hours a day. There is only a short window for lunch; not enough time to leave campus. Students are stuck at this campus because this is where the program is being offered. The kiosk at the north end of Woodland Hall is not convenient. Students that are diabetic or have other disabilities are forced to eat out of vending machines. Dr. Roman explained that studies have been done and that the college has a new CFO. She understands their concerns and is advocating for better food service on campus in a more accessible location.
- The question was asked whether there is a flu shot clinic on campus for students. The answer is no.
- Some of the handicap doors are not operable. Dr. Roman advised to let faculty know so they can submit a work order through SchoolDude.
- Can a scanner be put in the library? High Oaks Hall has a scanner in 108 and one in 112. Paraprofessionals are available to help students use the scanners.

The HL Community Assembly was adjourned at 4:50pm.

Submitted by,

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