



# COMMUNITY ASSEMBLY

Highland Lakes Campus - Student Center Arena  
DATE: November 19, 2015 TIME: 3:00 – 4:00 p.m.

## In attendance:

- Faculty: Kim Boose
- Classified: Shari Buttrey, Merce Gooding, Tammy Hale, Sue Henke, Doree Norwack, Cathy Soldan
- Management: Gail Adams, Shawn Griffin, Janine McKay, Ken Reynolds, Dave Schaefer
- Administrators: Tim Walter, Nancy Wong
- Public Safety:
- Custodial/Maintenance/Grounds:
- Contract/IT: Joyce Denham, Dan Ploughman
- Students:

## I. Welcome/Introductions of Guest Administration – C. Roman:

- Congratulations were given to the President's Office for the cider and donuts.
- Dr. Roman introduced Doree Nowack. Doree transferred to the Financial Aid Office effective Monday, November 16.

## II. Announcements/Updates

### A. TEC Station Replacement – D. Schaefer reported:

- The budget was approved, so the following TEC stations are on the list for a complete replacement: LH229, LH230 and LH312. The old units will be kept for replacement parts.
- The TV unit in WH371 is being replaced with a 70" TV.
- The TEC station in SC109 is being moved to LH218. This unit does not have VHS capabilities, so VHS tapes that are necessary to keep can be converted to CDs in the TLTC room. It is important to be sure there are no copyright issues.

### B. Scanner Scantrons – T. Walter reported:

- New scantron machines were placed around campus. Classified staff will monitor the machines, help with jams and call for service if needed. The location of the scanners and staff responsible are:

|  |                          |
|--|--------------------------|
| Cathryn Farmer                                     | WH361                    |
| Jim Frost & Kathleen Cham                          | WH20                     |
| Michelle Stone                                     | HOH143                   |
| Tina Wilson  | LH 4 <sup>th</sup> Floor |
| Barb Stanhouse, Lauren Williams, and Merci Gooding | LH129                    |

- Dr. Roman will investigate who is responsible for training.
  - Janine stated there is a tutorial on the machine which should walk you through the process.
  - A question was asked as to how students can obtain a scantron if the bookstore is closed or the vending machine jams. Enrollment Services has scantron forms available, and it was suggested that an order is placed for a large quantity that can be split between the service areas to hand to students who desperately need a scantron for a test and the vending machine is not working or the Bookstore is closed.
- C. Smoking on Campus – C. Roman reported:
- It is important that all employees take on the role of enforcing “no smoking” on campus.
  - Vaporizing is close to being included in the “no smoking” policy. The first reading went to the Board of Trustees at the November 17<sup>th</sup> meeting. Once passed, the campus will have new “no smoking” signs made.
  - Unless there are consequences, it is difficult to enforce no smoking on campus. Dr. Roman will discuss consequences with Peter Provenzano at the next College Operations and Safety Advisory Council.
  - This should become a BART; smoking on campus is against the Student Code of Conduct.
- D. Pests/Insects – C. Roman reported:
- Pests and insects have been a problem at other campuses; however, they have not been a problem at Highland Lakes. If something like this does become an issue, please make sure to report it to Ken Reynolds or Pam Ryals. Insect issues usually occur in multiple areas. If only one area reports a problem, then only that area will be sprayed.
  - Make sure food is properly stored to prevent ants or rodents.
- E. Guiding Values (not objectives) – C. Roman reported:
- Dr. Roman reviewed the college’s guiding values:
    1. Our curriculum, instructional practices, and student services are designed to promote student success and meet community need.
      - a. *How students are being admitted to the college is being examined.*
      - b. *What are success rates? Varies from campus to campus. HESI students taking the Reading Plus assessment used to score at the 10<sup>th</sup> grade level. Students are now scoring at the 5<sup>th</sup> – 6<sup>th</sup> grade level.*
    2. Our programs and services are designed for those who have the demonstrated aptitude to successfully complete the educational program to which the applicant has applied and to subsequently be employed in a recognized career-pathway.
      - a. *What population should we be serving?*
      - b. *If funds are based on retention and completion, what changes need to be made?*
      - c. *Many courses are not financial aid eligible. Changes are forthcoming.*
      - d. *The Highland Lakes Students tend to test into college level courses.*
    3. The institution will maintain regional accreditation from the Higher Learning Commission of the North Central Association of Colleges and Universities.
      - a. *The next HLS visit is in 2018. The self-study is limited to a maximum of 35,000 words. The document has shrunk considerably. Links will be available within the self-study directing individuals to actual documents online.*

## F. Scheduling – C. Roman reported:

- The department deans are currently working on scheduling based on changes in the FMA. Please be patient. The goal is to utilize each campus five days a week. Promoting student success is a high priority. There will be more courses offered twice a week instead of in blocks, i.e. four credit hour courses will be offered two days a week, two hours per class. Three credit hour courses will be offered two days a week, one and a half hours per class. Data has proven that students are more successful with this type of offering.

## G. Campus Conversations – C. Roman reported:

- The Auburn Hills President's Office started conversation sessions with campus employees. Dr. Roman would like to begin the same sessions at Highland Lakes. Once a month, a maximum number of 10 employees (representation from each employee group) can register to have an informal discussion with Dr. Roman. Meetings will take place on different days and times to accommodate everyone's schedule.

## H. Excellence Day/Emeritus Awards – C. Roman reported:

- Excellence Day and Emeritus Awards have been put on hiatus so the selection process can be evaluated. Focus groups will be formed; Dr. Roman encourages everyone to participate. Emeritus at other colleges and universities only includes faculty. The criteria for Excellence Day awards need to be reviewed and determined whether more weight needs to be added.

## I. Student Life Update – T. Walter reported:

- Another bus trip is being planned to a university such as U of M, Michigan State, etc. to explore enrollment information for outstanding students; especially students with a low socio-economic status. Admissions, financial aid and transcript review, will be some of the areas included in the visit.
- A committee is being formed to discuss how the Student Center can be repurposed.
- PontiacSUN-TimeBank – Students will be raking leaves, a project which is supported by Kurt Stanley.

III. Concerns/Suggestions/Reminders:

- The Holiday Breakfast/Canned Food Drive will take place on Thursday, December 3, from 7:30 – 9:00 a.m. in the Student Center Arena.
- K. Boose – Robin Sakofske, a tutor and SI in the ASC, lost her husband in a truck accident. There has been a tremendous outpouring of support from the campus. Krishna Stilianos is giving the food collected in her class to Robin, a mother of a combined family of six children with ages ranging from 10 -19. Kim is accepting donations to purchase gift cards for Robin and her family.
- J. McKay – Thank you to Dan, Joyce and Dave for replacing her CD player.
- C. Roman – Please encourage your coworkers to attend the Community Assembly meetings.

- M. Gooding – The walk-a-round through the science labs went well. This is an effort to decrease clutter.

The next Community Assembly is scheduled for Thursday, February 18, 2016, at 3:00 p.m. in the Student Center room 109.

Submitted by,

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