

Community Assembly **MINUTES**

Tuesday, December 3, 2013 – 3:00 p.m. to 4:00 p.m.

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
<ul style="list-style-type: none"> <li data-bbox="107 722 516 814">• Balanced Schedule of Classes – RO/SF (2 Minutes) <li data-bbox="107 999 418 1058">• RO/SF Holiday Pot Luck (1 Minute) <li data-bbox="107 1394 406 1453">• Box Tops for Education (1 Minute) <li data-bbox="107 1793 328 1852">• Smoking Update (1 Minute) 	<p data-bbox="548 722 656 747">L. Crews</p> <p data-bbox="548 995 633 1020">S. Reif</p> <p data-bbox="548 1390 763 1415">C. Sanford-Brown</p> <p data-bbox="548 1785 633 1810">S. Reif</p>	<p data-bbox="799 722 1088 961">The Diversity and Inclusion Committee discussed the importance of creating equity with course offerings, schedules and instructors for students on an annual basis.</p> <p data-bbox="799 995 1088 1356">The pot luck will be held on Tuesday, December 10th from Noon to 1:30 p.m. at the Southfield Campus, Room A201. A sign-up sheet has been created by K. Robbins on Sign Up Genius. Contact K. Robbins if you have any questions or need assistance with the website.</p> <p data-bbox="799 1390 1088 1751">The OCC Middle School Enrichment Program is the only program college-wide that is eligible for the box tops reimbursement. Each box top is worth 10 cents. This money is collected and a check is sent to the Business Office and set aside to support this program.</p> <p data-bbox="799 1785 1088 1843">D. Ceci and C. Boylston provided an update.</p>	<p data-bbox="1110 281 1542 491">The annual Welcome Back Week events will take place January 13th through the 16th and the Resource Fairs will take place at Southfield on January 13th and at Royal Oak on January 16th from 11:00 a.m. to 1:00 p.m.</p> <p data-bbox="1110 512 1542 571">Student Life events are announced in weekly emails sent campus-wide.</p> <p data-bbox="1110 600 1542 688">All flyers can be viewed on the home page as well as the Campus Student Life page.</p> <p data-bbox="1110 1390 1542 1478">Due to the recent confiscation of box tops, the copying supplies have been secured at both campuses.</p> <p data-bbox="1110 1785 1542 1843">Keep reminding everyone about the College's No Smoking policy.</p>

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<ul style="list-style-type: none"> • Department Chair Meeting – Schedule and Name Change • Winter Adjunct Orientation (2 Minutes) 	<p>S. Reif</p> <p>C. Sanford-Brown</p>	<p>The Campus Planning & Budget Council meeting has been renamed to Department Chair meeting effective immediately. Meetings will take place each semester.</p> <p>The orientation and location are in the planning stages. The date is confirmed for January 22nd from 5:30 p.m. to 8:30 p.m. This event is open college-wide and geared primarily toward new adjuncts for the purpose of familiarizing them with current processes and procedures. If you have an agenda item, please submit it to C. Sanford-Brown for consideration.</p>	<p>T. McCauley is looking into the possibility of getting an ordinance passed so violators can be ticketed and/or disciplined. Use of E-cigarettes is not prohibited and will require the Board of Trustees to revise the no smoking policy.</p> <p>S. Reif mentioned that instructors have the right to create and enforce rules prohibiting smoking of e-cigarettes, cell phone use, etc. and posting a sign in their classroom.</p> <p>He reminded everyone that abusive behavior toward anyone who violates this policy will not be tolerated and appropriate action will be taken.</p>

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<p>3. Community Relations:</p> <ul style="list-style-type: none"> • JFK Presentation (2 Minutes) • Business Etiquette Class (2 Minutes) 	<p>M. Vollbach</p> <p>B. Stanbrough</p>	<p>Recapped the JFK Speaker Series that took place at OCC to commemorate the 50th anniversary of John F. Kennedy's assassination.</p> <p>L. Crews, B. Stanbrough and L. Przymusinski are working with the Southfield Educational Partnership to assist students at the Southfield Public Schools high schools with developing "soft skills" to ensure their success. This includes etiquette such as proper attire, social skills, table manners, speaking, etc.</p>	<p>The events included James Douglass, author of "JFK And The Unspeakable" speaking 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.</p> <p>This group of students will visit the Southfield Campus on January 27th. Additional tours will take place at MSU, OCC, OU, WSU and EMU.</p>
<p>4. Planning:</p> <ul style="list-style-type: none"> • Southeast Honors Convocation (2 Minutes) • Holiday Service Activity (2 Minutes) 	<p>C. Sanford-Brown</p> <p>S. Reif</p>	<p>Planning for this event has started.</p>	<p>A meeting will be scheduled with the volunteers to share some thoughts about planning. The initial meeting date is to be determined.</p> <p>S. Reif thanked everyone for participating in this initiative, which was co-sponsored by the Salvation Army. Volunteers are needed to assist with bagging the food items on December 4th from 1:00 p.m. to 4:00 p.m. at the Salvation Army.</p>

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			<p>Distribution of the food bags will take place at Royal Oak campus on December 12th from 9:00 a.m. to Noon and at Southfield from 1:00 p.m. to 4:00 p.m. or while supplies last. A long term relationship with the Salvation Army, including food drives and clothing donations to benefit students will be considered for the future. It was also suggestion that a resource list be created for students.</p>
<p>5. Facilities:</p> <ul style="list-style-type: none"> • Children Centers Conversion (2 Minutes) 	<p>K. Hugelier</p>	<p>The sale of all items from the Royal Oak campus is this week; the Southfield Campus sale will take place next week.</p> <p>All projects in the queue, including the children centers, have been placed on hold for future review.</p>	
<p>6. Suggestions/Concerns:</p> <ul style="list-style-type: none"> • Special Presentation: Book Store (5 Minutes) 	<p>A. Loftin/S. Hardin</p>	<p>A discussion took place about the Book Store’s policies and procedures for rentals, custom text books, student concerns, and buy backs.</p> <p>Handouts included the Book store refund policy, a pamphlet on how to use financial aid in the book store and a flyer outlining the costs included in a new text book.</p>	<p>There is little interest in e-text books; however, if faculty would like an e-book, the Book Store will work with the publisher.</p> <p>Faculty is encouraged to use custom books to better match course material. Contact A. Loftin or S. Hardin for more information.</p> <p>The Buy Backs start next week.</p> <p>Faculty will be asked to sign a form agreeing that they will use a book for two years.</p> <p>A federal law dating to 2010 states that books must be available online to students in advance of the class.</p>

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			<p>The College can be fined if not in compliance.</p> <p>S. Hardin stated their book stocking process is based on previous experience and enrollment because they are not the only source for purchasing text books.</p> <p>The Book Store needs to know when sections are added or cancelled.</p> <p>Faculty is requested to complete a Text Book Adoption Form and identify a book that is optional if it is not going to be used.</p> <p>Electronics will only be accepted for return if they are unopened.</p> <p>Financial Aid policy states that a student can buy one laptop OR tablet per year.</p> <p>S. Reif requested that this discussion be continued at a later date.</p>
<p>7. Other:</p>	<p>S. Reif</p> <p>S. Reif</p> <p>S. Reif</p>	<p>A copy of the Board of Trustees broadcast schedule was distributed.</p> <p>Jahquan Hawkins is the new Interim Director of Student Services at the Southfield Campus.</p> <p>Mark Fancher, who is a staff attorney for the ALCU Michigan Racial Justice Project will be talking about Dr. King's revolution and values at the MLK evening</p>	

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Student Success	<p>T. Ingram</p> <p>S. Reif /Attendees</p>	<p>Dr. Ingram announced that he has accepted the buyout and his last day is December 19th. S. Reif thanked Dr. Ingram for his service to the college and campuses and wished him good luck in his new endeavors.</p> <p>S. Reif referenced the Chancellor’s discussion regarding Student Success and asked the group for their feedback on the definition.</p> <p>Discussed an article entitled, <i>Student Success: Definition, Outcomes, Principles and Practices</i>, by Mr. Joe Cuseo of Marymount College.</p>	<p>Topics of conversation included:</p> <ol style="list-style-type: none"> 1) student retention 2) student persistence to completion and attainment of goal 3) student achievement of satisfactory or superior academic performance, and 4) student progress to, and success at, subsequent educational and occupational endeavors. <p>Discussion to continue at next the next Community Assembly.</p>
8. Next Steps:			
<p>9. Next Meeting:</p> <p>Tuesday, January 4, 2014 3:00 pm – 4:00pm Royal Oak Campus Room A-213</p>			
ADJOURNMENT: 4:10 p.m.			