

COMMUNITY ASSEMBLY
SOUTHEAST CAMPUS
MINUTES
Tuesday, April 1, 2014
3:00 p.m. – 4:00 p.m.
Royal Oak Campus, Room A213

Attendees:

C. Benson	J. Jensen	S. Reif
C. Boylston	P. Jones	C. Sanford-Brown
J. Brown-Williams	A. Loftin	A. Selameh
D. Ceci	J. Matteson	B. Stanbrough
K. Greiwe	D. Preisler	

Minutes Submitted by: Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
OLD BUSINESS			
1. Approval of Minutes, 3-4-14 Meeting	Attendees		Approved. Minutes are available on InfoMart/Committee & Minutes/Community Assemblies/Royal Oak/Southfield.

NEW BUSINESS			
2. Welcome Announcements & Updates: • Personnel Changes (2 minutes)	S. Reif M. Thomas	The following personnel changes were announced: • Terry Corbin, Custodian, RO, is retiring effective 4/30/14. • Sue Mason, Parapro, BIS/CIS, RO, is retiring effective 4/30/14. • Kelly Temporary staff reporting to C. Sanford-Brown as of 4/1/14 were announced as follows: - Danjiel (Daniel) Seybold, RO, Photography replacing Kyla Dorsey	Information only.

Community Assembly **MINUTES**

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Royal Oak Campus, Room A213

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		<ul style="list-style-type: none"> - Elkena Steel, SF, Faculty Secretary, replacing Trina Pierce, who accepted the hours of Lanora Bryant. - Pamella Salk, RO, AST/BIS Lab, replacing Rashonda Pierce - Elaine Reuter, RO, AST/BIS Lab, replacing Susan Mason - Nicole Sanders, RO, Faculty Secretary, replacing Christina Santos, who accepted the hours of Maria Blugerman - Linzella Young, SF, Faculty Secretary, replacing Amy Fairless - Wynand (Vinny) du Toit, RO, CIS Lab, replacing Scott Sepala 	
<ul style="list-style-type: none"> • Honors Convocation Update (3 minutes) 	C. Sanford-Brown	<p>The Royal Oak High School Band will be performing.</p> <p>Rudy Hobbs is the key note speaker.</p> <p>Faculty needing regalia must contact M. Burrus by 4/4/14.</p> <p>S. Reif recommended that faculty present the award to students as opposed to himself or a Dean.</p>	Information only.

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<ul style="list-style-type: none"> • Excellence Day Update (3 minutes) 	C. Sanford-Brown	<p>J. Jensen and D. Kauffman will be honored as Outstanding Staff and V. Lamb as Outstanding Faculty and T. Martin as Outstanding Adjunct Faculty on Friday, 4/11/14 at the AH Campus.</p> <p>If you are planning to attend, please contact S. Hines.</p>	Information only.
<ul style="list-style-type: none"> • Service Award Ceremony Update (3 minutes) 	S. Charlesbois	<p>M. Thomas spoke on behalf of S. Charlesbois. The ceremony will be held Thursday, 4/3/14 at RO, D201 (Mini Theatre) beginning at 3:15 p.m.</p>	Information only.
<ul style="list-style-type: none"> • Mandatory Student Orientation (6 minutes) 	J. Brown-Williams	<p>The orientation for English 1055 is scheduled for Fall 2014 and English 1055 for Fall 2015. Developmental placement for Math will be added in the future.</p> <p>The Raider One Card and its importance were discussed.</p>	<p>Information only.</p> <p>A recommendation to include a presentation about the card during this orientation was submitted to Janice Brown-Williams for consideration as an agenda item.</p>
<ul style="list-style-type: none"> • PTK (3 minutes) 	J. Brown-Williams/ D. Preisler	<p>J. Brown-Williams and D. Preisler will replace N. Shockley and C. McKinney as the PTK Advisors for RO/SF beginning the Summer I Semester.</p>	Information only.

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<p>3. Community Relations:</p> <ul style="list-style-type: none"> • Founders Day (1 minute) • Southfield Area Chamber of Commerce (1 minute) 	<p>S. Reif</p> <p>S. Reif</p>	<p>Anyone completing service work during the previous month will need to complete a “Founders Service Club” form and submit it to S. Hines by 4/4/14. Volunteers who clock four hours will receive a green pin, 20 hours receive a silver pin, and 40 hours receive a gold pin.</p> <p>S. Reif will become the Chair effective next year.</p>	<p>Information only.</p> <p>Information only.</p>
<ul style="list-style-type: none"> • PTK Annual Awards Program (1 minute) 	<p>S. Reif</p>	<p>This event was held on Tuesday, 3/25 at the Radisson Hotel in Lansing and honored the All-Michigan Academic Team. Included were Tori Ford and Erin Rhodes.</p>	<p>Information only.</p>
<p>4. Planning:</p> <p>None.</p>			

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<p>5. Facilities:</p> <ul style="list-style-type: none"> Facilities Update (4 minutes) 	K. Hugelier	<p>J. Jensen spoke on behalf of K. Hugelier. Construction started on B209 at the SF campus to convert the room to a 30-seat computer classroom. This project is expected to be completed by fall.</p> <p>Replacement chairs have been ordered for 14 classrooms between RO and SF. They will be installed over the summer (June, July).</p>	Information only.
<p>6. Suggestions/Concerns:</p> <ul style="list-style-type: none"> College Hires (3 minutes) 	S. Reif	<p>A question was submitted regarding staff being hired through Kelly Services versus being hired by the College.</p> <p>S. Reif stated this trend may not be altered until reorganization is more advanced.</p>	Information only.
<ul style="list-style-type: none"> E-cigarettes (4 minutes) 	S. Reif	C. Boylston has received numerous complaints about the use of e-cigarettes throughout the RO and SF campus.	S. Reif contacted the Chancellor's Office stressing the health concerns expressed by non-smokers. He also sent an email message to M. Schmidt detailing the complaints as well as asking for his assistance in raising awareness.

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<p>7. Other:</p> <ul style="list-style-type: none"> • Special Presentation: Public Safety (10 minutes) 	<p>C. Boylston/ D. Ceci</p>	<p>C. Boylston provided the following update:</p> <p>Public Safety is in the process of hiring three officers; two for AH and one for SF.</p> <p>Several arrests have been made at RO for trespassing.</p> <p>Presentations on how to deal with an active shooter are being planned for RO and SF.</p> <p>Upcoming presentations are planned for the Financial Aid and Business Offices and will address the following issues:</p> <ul style="list-style-type: none"> - Fraudulent identification - Counterfeit money <p>Public Safety at RO has been working with the Deans to assist them with handling BARTs.</p> <p>A fraud investigation team has been formed. This is necessary due to the amount of financial aid fraud. D. Ceci is in charge of this unit and the investigative team.</p> <p>D. Ceci acknowledged the concerns about the lack of parking spaces at the SF campus. He commented that this is partially due to snow plowing, which reduced the number of available</p>	<p>Information only.</p> <p>Please contact Public Safety if you have a visitor or need an extra sticker.</p>

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		<p>spaces as well as the number of vehicles driven by staff/faculty or visitors who do not have stickers. The parking lots are being monitored for violators on a daily basis.</p> <p>A question was asked whether or not the North Park Plaza parking lot be used by students now that OCC owns the property.</p>	<p>S. Reif discouraged everyone from advising students to park in this area because it creates a liability situation for the College.</p>
<p>8. Next Steps:</p>			
<p>ADJOURNMENT: 4:10 p.m.</p>			
<p>NEXT MEETING: Tuesday, May 6, 2014 Southfield Campus Room A202 3:00 p.m. to 4:00 p.m.</p>			