

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"> • Balanced Schedule of Classes – RO/SF (2 Minutes) 	L. Crews	The Diversity and Inclusion Committee discussed the importance of creating equity with course offerings, schedules and instructors for students on an annual basis.	<p>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>Student Life events are announced in weekly emails sent campus-wide.</p> <p>All flyers can be viewed on the home page as well as the Campus Student Life page.</p>
<ul style="list-style-type: none"> • RO/SF Holiday Pot Luck (1 Minute) 	S. Reif	The pot luck will be held on Tuesday, December 10 th 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.	
<ul style="list-style-type: none"> • Box Tops for Education (1 Minute) 	C. Sanford-Brown	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.	Due to the recent confiscation of box tops, the copying supplies have been secured at both campuses.
<ul style="list-style-type: none"> • Smoking Update (1 Minute) 	S. Reif	D. Ceci and C. Boylston provided an update.	Keep reminding everyone about the College's No Smoking policy.

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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>	

