



COMMUNITY ASSEMBLY * MINUTES
Highland Lakes Campus

DATE: February 7, 2014

TIME: 11:00am – Noon, SCA

1. The meeting was called by Tim Walter on February 7, 2014, at 11:13am. Administrative Assistant to Dr. Roman, Melody Mullen, was introduced to the Assembly. Tim Walter reminded everyone that the Minutes are posted on InfoMart and any revisions can be emailed to the President's office, Dr. Roman.

Attending (29 in all):

- Faculty: Susan Snyder; Karen Robinson; Brianne Bouska; Tom Zakrewski
- Classified: Baiba Ejups; Kathleen Cham; Gail Adams; Sue Henke; Merce Gooding
- Management: Ken Reynolds; Melody Mullen; Roger Steele; Lisa Moore; Dave Schaefer; Mike Kadrofske; John Copeland
- Administrators: Tim Sherwood; Tim Walter; Lori Przymusinski; Nancy Wong; Gheretta Harris;
- Public Safety: Matt Wells; Barry Matthews; Dave Pasko; Jacob Liska
- Maintenance: Crystal Fiss; Doris Breece; Kathy Voss; Kurt Wirth

Melody will be recording the meeting in order to assist her with the accuracy of the minutes. Does anyone have any objections? If so, we can stop the recording. No objections...

2. Announcements/Updates

A. Highland Hall – Ken Reynolds reported:

- We have a building demolition coming up. May 1 is when we actually start bringing the building down thru middle June. But lots of ground work must be done first. Actively completed survey for asbestos and approximately 90% has been removed. We had an exhaustive survey done had a consultant complete this. And they've identified areas that need to be addressed. Michigan requires removal of hazardous material from the building. Lots of materials need to be recycled...furniture sale end of the month. Electrical and network need to be disconnected. For the demolition a big fence will be put around the site. For a period of time the road between WH to the Student Center (Campus Drive) will be closed. Demolition will take approx. 6-7 weeks. Once we do that a 20 spot parking lot will go in. Restore the site around the summer time. Should be finished by Sept 1.

B. Student Life – T. Walter reported:

- Tim representing Keith Pawlovich...Keith has done a marvelous job. Pictures that represent what he's done were shown. Student ambassadors doing very well...PTK is picking up. A number of student clubs have started to grow. Picturing represent 10 Highland Lakes volunteers who sorted, packed, and loaded well over 2,000 pounds of canned goods for the Baldwin Center in Pontiac, food destined to help feed those in need during the exceptionally frigid winter. Volunteers stayed afterward to help breakdown boxes and clean the Center's warehouse that is being vacated this month in a consolidation effort that will reduce monthly expenses for the non-profit.
- Honoring MLK, Jr.'s birthday, nearly 20 Highland Lakes volunteers created safer pathways for students in Detroit by cleaning and boarding homes. Our group was one of the five largest, according to an event organizer. Our efforts were concentrated in the neighborhoods surrounding Cody High School. Temperatures remained in the 20's for most of the morning event. Homes very unsafe and scheduled for demolition.
- In the first week of February, Highland Lakes kicks off its Leadership 101 training series with guest speakers on social media and communication. Emily Hay – who founded her own social media company and is affiliated with WJR and WDIV – will highlight the importance of going beyond

Facebook as a means of advancing companies and individuals. Kristin Sokul – has done presentations on leadership. Student group needs leadership training. Focusing on communication effectively. Had a very successful blood drive. Highland Lakes taking a leading role in helping people.

C. Chamber Updates – T. Walter reported:

- No updates.

D. Continued Discussion (Definition of Student Success) - T. Walter reported:

- Last time we spent 20/30 minutes on trying to define student success; what are some fresh ideas to enhance student success?
- Crystal- Departments came together to set up food and mingle together to meet and connect.
- Tim W- Lots of other departments came together and set up orientations. Are you all in favor of orientations? What would you like to see?
- Gherreta- One thing that I would like to see a part of orientation is: A good explanation of what the services are available? And how we utilize those including online services.
- Karen Robinson- I think the students need to have a required course or volunteer. Personal time consuming small and attentive.
- Tim W- Volunteering for a course tends not to go very well.
- Tim Sherwood- Many schools are going with online orientation/or blended pieces to give information to students when they need them. Smaller shorter information and interaction are better and more effective.
- Dave Schaefer- I would like to add to the Online Services. Online orientation...we perhaps have something that would bring students the desire to learn.
- Karen - I used to a lot of research on student retention. Most important retention tool was saying hello in the hall. I don't how to get the word out to have people say hello to students. Be friendly.
- T. Walter – In a study...they would ask “would you please say hello to someone you didn't know”...people thought it was very important...any other suggestions?
- Nancy – Students should have a peer to connect to; one way to have a connection to current students.
- Lori - We brought in first year student and partnered them up with students who were near graduation. They had a mentoring experience with a clinical aspect...discussions about being confident and what to expect. Should implement. Sat on nursing retention...conducted a family night where we invited family members to learn more about the program. To give families a perspective on what to expect; how many hours are expected to study every night. Discussed about requirements and what everything is entailed for students for the first year students.
- Tim- we would like to see assessments and have academic advisors and counselors direct kids from day one to A.C.C.E.S.S and ASC because kids can fall way behind.

E. Food Services:

- Reynolds- Gherreta recommended we look review food services college-wide. The needs of each campus are different. Needed to bring in consultants in college-wide and bring in ideas. Consultants visited HL middle of January and had a series of meetings. Lots of input in process.
- Gherreta- Consultant will be sending a survey out to everyone with respect to typical activity. To submit recommendations based food service you would actually utilize.

- Gheretta- Continental is our current food provider from Aramark. We now are attractive enough for food service providers. Putting out rsvp to vendors to review bids. Is it our best interest to change food service vendor. Consultant would consider all campuses. Will be lengthy but will be accurate.
3. Departmental Presentation:
- A. Custodial Responsibilities:
- Gherreta- Back in Dec there were some concerns from college staff as well as operations and maintenance staff in regards to standardization in cleaning. And leadership for the cleaning crews. Mike Kadrofske is assuming leadership responsibilities for AH, HL, and OR during the day shift. Mike also is responsible for building and grounds crews during the day. John Copeland still supervises 3rd shift. Staff will still communicate with him. Ken Reynolds will back up complete operations. Will communicate more regarding structure to everyone soon. Staff needs support during this change and transition.
 - Gherreta- We have a conference call next week in preparation of submitting a grant. The grant will provide additional recycle bins. Increase in bins biggest challenge for us.
 - Kathy- Are we still recycling toners?
 - Gheretta- Office max has a recycling program...we were utilizing PTK sometime but need to use OfficeMax.
 - Merci- stairs in Levinson are very wet. Need safety signs for the stairs.
 - Gherreta will address signage.
4. Concerns/Suggestions:
- A. TV Monitors Update:
- Dave- TV monitors around the campus. It has been suggested to allow for CNN on a station and switch to student life in 15 min intervals. Dr. Roman asked me to look into pricing on TV Switcher. Not enough in budget. We can possibly re-visit next year.
- B. OCC Rumor Control:
- C. Tim- Rumor control...I've been asked to address a few rumors. Highland Lakes scheduled to be closed sooner than later. Absolutely false. Nurses and medical professions here are very strong. RO/SF Big concerns regarding land that was purchased- 30 acres were purchased for a reasonable pricing. Was great time to buy. Southfield out of space and has increasing amount of students.
- D. Honors Convocation:
- May 16, 2014 from 1-3pm
- E. Other:
- Roger- The coffee and tea were taken away from this campus around 3-4 years ago and other campus/DO have coffee, tea, and hot chocolate. Would like for it to be brought back.
 - Lori- I travel and back and forth from Southfield Campus. They have a coffee club and they buy their own coffee and it's completely voluntarily.

The HL Community Assembly was adjourned at 12:00pm.

Submitted by,

Naghmeh Mullen, Administrative Assistant
President's Office
Highland Lakes Campus