



**COMMUNITY ASSEMBLY \* MINUTES**  
**Highland Lakes Campus**

**DATE: April 4, 2014**

**TIME: 11:00am – Noon, SCA**

- I. The meeting was called by Dr. Cynthia Roman on April 4, 2014, at 11:00 a.m.

In attendance:

Guest: Terry McCauley

- Faculty: Karen Robinson, Susan Snyder, Kurt Stanley
- Classified: Kathleen Cham, Baiba Ejups, Merce Gooding, Tammy Hale, Melody Mullen, Barbara Stanhouse, Lauren Williams
- Management: Gail Adams, Janine McKay, Steve Messina, Lisa Moore, David Schaefer, Roger Steele
- Administrators: Cynthia Roman
- Public Safety: Jacob Liska, Barry Matthews, Dave Pasko, Matt Wells
- Custodial/Maintenance: Doris Breece, Kathy Voss, Kurt Wirth
- Contract/IT: Joyce Denham, Dennis Likens, Phil Matta

II. Announcements/Updates


A. Highland Hall – Ken Reynolds reported:

- There is a drawing available for your viewing at the entrance to the arena detailing how the open space will look once Highland Hall is torn down. An increase of contractors will be noticeable. Demolition will begin at the beginning of May; concrete will be poured in July; landscaping will be planted in August. Completion should be before the fall semester. The site will include:
  - \* Twenty-four parking spaces for Dental Hygiene and Massage Therapy
  - \* A memorial/monument; the “1926” bricks currently on the outside of Highland Hall will be removed and incorporated in the brick monument.
  - \* The flagpole will be moved.
  - \* Bronze plaque with historical information
  - \* Open, park-like setting with approximately 40 new trees

B. Student Life – Cynthia Roman for Keith Pawlovich reported:

- Wednesday, April 9, 12 – 6 p.m. - There is a blood drive in the Student Center Arena.
- Thursday, April 10, 12 – 3 p.m. – The Diversity and Inclusion Fair in the Student Center Arena that will include:
  - \* A donation of \$5.00 buys a bowl of soup and refreshment; proceeds will go to The Open Door Food Pantry in Waterford.
  - \* Human Books – Volunteers will answer questions and share personal stories.
  - \* Free corporate massages, henna art and student exhibits on Nursing/Health Care and Dental Health Care around the world.
  - \* Special thank you to students Devon Ducharme and Anthony Van den Bossche for their ideas for the title and cover art of OCC’s new student arts and literature publication *The Oak*. A selection of roughly 270 written and visual works will be chosen for the first publication.

## C. IT Service Catalog – David Schaefer reported:

- IT is working on being transparent – The following is a list of areas IT is currently working on:
  - \* TEC station replacements, from full technology to minor upgrades, are occurring in fourteen classrooms.
  - \* Alert monitoring on network equipment/servers is continuously being supervised.
  - \* System backups – increased storage space from 2TB to 4TB; still trying to procure a backup solution for the ASL lab.
  - \* Technology assistance – Call x2100 from your office or x2220 from a classroom.
  - \* Speak with IT before you make any technology related purchases.
- Check IT out on Infomart at <http://infomart/IT/>. Click the icon on the right side of the page that say IT Service Catalog.  There is a wealth of information on this page. As an example, there was a recent question about print management. The link to print management will answer any question you may have.

## III. Departmental Presentation

## A. ACCESS – Steve Messina reported:

- The ACCESS Office provides accommodations and/or services to students with a documented disability. Every college who receives Federal Funding has an office that provides accommodations.
- Tutoring is available for at-risk students who fall below a 2.0 in a specific class or has an overall GPA below 2.0.
- The ACCESS Office is piloting software that translates speech to text. The software would be used by the student while the instructor wears a wireless headset. This will reduce our dependence on interpreters.
- Steve recently attended the CSUN Conference on disabilities. Colleges are required to have online accessibility available to students. OCC does not currently have a policy for this for online courses.
- It is important to note that institutions receiving federal funding are subject to Sections 508 and 504 of the Rehabilitation Act. These regulations mandate that any U.S. federal agency, program or activity that receives federal funds must provide equal access to any data, communication and technology in comparable fashion to that which would be accessible to those without disabilities. The scope of accessibility standards for online video was expanded in 2010 when Congress passed the Twenty-first Century Communications Video Act. (CVAA). This act stated that “all video devices that receive or display video programming transmitted simultaneously with sound, including those that can receive or display programming carried over the internet” **must** also provide closed caption capabilities. There has been increased litigation regarding accessibility. In 2010 Penn State Univ. was sued because the technology they used on campus was considered “widely inaccessible”. Netflix was also sued for not adding captions to videos on its “watch instantly” streaming website. These suits have wide implications for post-secondary. It is in the colleges best interest, and in the best interest of students to make sure all video, movies, or internet based video be captioned when using in a classroom setting. The question to ask yourself is, “Will each student have equal access to the content (words) being presented?”
- ADA (Americans with Disabilities Act) was formed in 1990 and amended in 2009. In January 2013 the Burden of Proof for documentation was lightened for individuals. This means that employers and colleges can make decisions about accommodations without current, or any documentation. OCC, however, is still asking for documentation as long as it does not place an undue burden on the student and a history of a disability is evident or obvious.

- How are accommodations provided for programs with technical requirements? It is clear that students must meet the technical standards of a program; however, the problem is that some programs do not have clear or comprehensive standards.
- The diagnosis of Autism is increasing which has increased the number of students with this disorder attending post-secondary schools. This number will continue to increase.
- ADD – 80% of people are over diagnosed with ADD. At the same time, this is beginning to be one of the most frequent disorders presented to the ACCESS office.

#### IV. Concerns/Suggestions/Reminders:

##### A. Honors Convocation – C. Roman reported:

- Friday, May 16 from 1:00pm – 3:00 p.m. at the Student Center Arena

##### B. Graduation – C. Roman reported:

- Saturday, May 17 at 2:00 p.m. at the Palace of Auburn Hills

##### C. Other –

- Merce Gooding – The greenhouse hasn’t been cleaned in three weeks. It was suggested to call the telephone service to have a custodian dispatched to the area. This brought up the issue that the campus cell phone does not receive calls in a timely manner. It can take three or four hours to receive a message from dispatch. Dr. Roman will contact Gheretta Harris to report the problem. In the meantime, place a work order to have the greenhouse cleaned. This will help document the issue.
- Terry McCauley – There is a new document on the “Forms, Publications and Procedures” page located on Infomart that is important to read. On Infomart, click the “Procedures” tab.



This will bring you to the Personal Data Protection and Identifiers Procedure link. Click on the link to view the document.

[PRC-102 Personal Data Protection and Identifiers Procedure](#)

- Merce Gooding – Commented on the recent selection of Emeritus recipients and would like to see a larger selection from Highland Lakes.
- Cynthia Roman – This is “your” Community Assembly. Please feel free to discuss issues involving “your” campus. If you ever have an issue you would like to discuss, Dr. Roman’s door is always open.

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

Submitted by,

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