

COMMUNITY ASSEMBLY

Highland Lakes Campus - Student Center Arena

DATE: June 2, 2015 TIME: 4:00 – 5:00 p.m.

In attendance:

- Faculty: Shawn DiCicco, Chris Genei, Nicole Kassab
- Classified: Shari Buttrey, Merce Gooding, Tammy Hale, Gia Huff, Amy Pepper, Lindsay Robinson, Ginny Seeterlin, Cathy Soldan,
- Management: Gail Adams, Shawn Griffin, Deidre Henahan, Janine McKay, Lisa Moore, Keith Pawlovich, Pam Ryals, Dave Schaefer
- Administrators: Kevin Bratton, Nancy Wong
- Public Safety: Jacob Liska, John Regorrah
- Custodial/Maintenance/Grounds:
- Contract/IT: Dennis Likens, Phil Matta
- Students: Heather Curry, Haley Hoyt, Erin Shelton (from the Financial Aid Office)

I. Welcome/Introductions of Guest Administration – Cynthia Roman:

- Dr. Roman welcomed Candy Geeter and Julie Burley from the Foundation. Carol Furlong was unable to attend the meeting.
- Dr. Roman also welcomed two employees to the Highland Lakes Campus; both employees transferred from the Orchard Ridge Campus.
 - Deidre Henahan – Interim Coordinator of Student Development
 - John Regorrah – Public Safety Officer

II. Announcements/Updates

A. Steering Committee Volunteers – Candy Geeter reported:

- The Foundation is looking for volunteers to participate on a steering committee to provide input for the following:
 - Looking for fresh ideas – As an example, the bookstore is collecting spare change; 100% goes to scholarships.
 - Determine new ways to raise funds
 - Determine how to use the funds
 - Be an ambassador and bring information back to campus

The committee will begin meeting in the fall semester.

B. 50 Scholarships Giveaway – Candy Geeter reported:

- There will be 50, \$500 scholarships available to students for the fall semester. This is in celebration of OCC's 50th Anniversary. Posters will be mailed to the President's Office the end of July for distribution around campus. Students will be asked to write an essay on "How does OCC help with your educational needs?" The Foundation would like our

help in promoting the scholarships by announcing to students, through Student Life and PTK, etc.

- On November 7, there will be a gala at Oakland Hills. John Ratzenberger will be the celebrity host. More information is forthcoming.

C. Campus Safety – Jacob Liska reported:

- Officer Liska has been at the college for 1 ½ years. He was with the Detroit Police Department for 13 years.
- Public Safety Officers are now carrying tasers. They are used when faced with “intermediate situations.”

Campus safety is a concern at the college. Jacob reviewed the attached document that can be obtained from Infomart under the “Procedure” tab. He also added the following information:

- There are 49 panic buttons installed college-wide.
- When the panic button is depressed, it follows the following route: Guardian Alarm, Sheriff’s Office, and OCC. There could be a 1 – 2 ½ minute delay for OCC’s Public Safety Officers to receive the call. It is much faster to call 911 if you are in a situation where this can be accomplished.
- The alarm is silent. Do not keep pushing the button.
- If you call 911 and you are not able to speak due to someone being with you, an open line will dispatch an officer to your area.
- Calling 911 is the only situation when you DO NOT need to dial 1 first to get an outside line.
- Jacob will check to see how often the alarms are checked to make sure they work properly.
- **REMEMBER: ALWAYS CALL 911 FIRST – TIME IS WASTED BY CALLING THE PUBLIC SAFETY OFFICE.**
- **PLEASE READ THE “PANIC ALARM CRITERIA, USE, AND ALTERNATIVES” DOCUMENT ON INFOMART BEFORE YOU ARE FACED WITH AN EMERGENCY SITUATION.**

D. Workday Hours and Accountability – Cynthia Roman reported:

- The Chancellor has given a directive that employees are expected to be to work on time. In most cases, it is 8:30 – 5:00 p.m. unless the proper flex time paperwork has been completed and approved. It is also understood that certain positions have a different start time due to the posting for the position. Administrators and supervisors have been asked to follow this policy and to also make sure their staff does the same.

E. Student Life Update – Deidre Henahan reported:

- There are seven student ambassador positions available for 2015-2016. Ten applications have been received. The selection committee will consist of Deidre, Keith, Tim, and one faculty. The selection process will begin soon.
- There will be a blood drive on June 24 in the Student Center Arena from 10 – 4 p.m.
- The 2nd annual Detroit Tiger baseball game will take place on June 25. In attendance will be student workers, student leaders, faculty advisors, etc.

- Orientation dates for the fall semester are being established.

III. Concerns/Suggestions/Reminders:

- C. Roman – six of seven union contracts will expire soon. Negotiations are currently taking place.
- C. Roman – graduation was well attended. The Palace was decorated with several banners and OCC signs at each exit.
- C. Roman – The Honors Convocation was also well attended. Several students received awards for “outstanding” service as well as recognition of honor students.
- S. Buttrey – Vacancy minutes are never posted in a timely manner. It would be helpful to see the minutes much sooner; especially if the employee is looking to change positions. Dr. Roman will bring this up at the next Vacancy meeting.
- P. Ryals – The Facilities Managers are going to the Pontiac Center to see what furniture/equipment is available. Let Pam know if there is anything you need for your workspace.
- K. Pawlovich – PTK is participating in Relay for Life next weekend from Saturday, June 13 at 10:00 a.m. until Sunday, June 14 at 10:00 a.m. at Pierce Middle School in Waterford. Donations can be made by going to Relay for Life of Waterford or you can give a donation to Keith Pawlovich. There are also other events during this 24-hour event that help raise money. You can also donate material items, i.e. Dental Hygiene donated 10-15 boxes of dental supplies.

Community Assemblies will not take place during the summer. The next assembly will be held in October.

The HL Community Assembly was adjourned at 4:45pm.

Submitted by,

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

att: *Panic Alarm Criteria, Use, and Alternatives* Document