

COMMUNITY ASSEMBLY  
SOUTHEAST CAMPUS  
**MINUTES**  
Tuesday, April 7, 2015  
3:00 p.m. – 4:00 p.m.  
Royal Oak Campus, Room D220

**Attendees:**

N. Atkinson	K. Hugelier	S. Schmidt
B. Bash	S. Jackson	Mary Thomas
C. Benson	M. Kosovec	
J. Brown-Williams	B. Lowe	
A. Caponi	S. Reif	
C. Carbone	C. Sanford-Brown	
D. Ceci	B. Sault	

**Minutes Submitted by:** Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
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**OLD BUSINESS**

<p><b>1. Approval of Minutes</b> – February 3, 2015 Assembly</p>	Attendees		<p>Approved.</p> <p>Minutes are available on InfoMart/Committee &amp; Minutes/Community Assemblies/Royal Oak/Southfield.</p>
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**NEW BUSINESS**

<p><b>2. Welcome</b></p> <p>Announcements &amp; Updates:</p> <ul style="list-style-type: none"> <li>• Business Manager</li>   <li>• Campus Vigilance</li> </ul>	<p>S. Reif</p> <p>S. Reif</p>	<p>Jackie Sibley is the Interim Business Manager.</p> <p>Everyone was reminded to keep their personal belongings locked up and out of sight at all times.</p> <p>A Crime Log is available online by accessing Infomart/Department/ Public Safety/Crime Statistics/Crime Log. This report is updated by Public Safety and includes incidents reported by all campuses.</p> <p>There will be 200 security cameras installed across the College campuses in the near future.</p>	<p>Information only.</p> <p>Information only.</p>
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<ul style="list-style-type: none"> <li>• Salvation Army</li> </ul>	<p>S. Reif</p>	<p>A partnership between the Salvation Army and OCC to benefit students is being considered. This would include subsidized bus passes and the creation of a pantry to store donated non-perishable food items.</p> <p>The Counseling Department met to discuss the possibility of spearheading a food drive every other month versus once a year. The idea of designating items and departments to monitor the drive was suggested.</p> <p>Captain Peter Mount of the Salvation Army will be invited to the next Community Assembly to discuss this idea and other programs in greater detail.</p>	<p>Information only.</p>
<ul style="list-style-type: none"> <li>• Excellence Day</li> </ul>		<p>This event will be held on Friday, April 24<sup>th</sup> at the Orchard Ridge Campus in J306 from 2:00 p.m. to 5:00 p.m.</p>	<p>Information only.</p>

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<p><b>3. Honors Convocation Update</b></p>	<p>C. Sanford-Brown</p>	<p>This event will be held on Friday, May 29<sup>th</sup> beginning at 8:00 a.m. with breakfast at Jimi's Restaurant in Royal Oak. The program will begin at 10:00 a.m.</p> <p>Invitations have been ordered.</p>	<p>Information only.</p>
<p><b>4. D Building – Renovation Update</b></p>	<p>K. Hugelier</p>	<p>The work will begin one week before the semester ends with temporary walls being erected. Please remind everyone to avoid this area at all times. Affected areas include the Art Studio, Photo Art Studio, Ceramics; Digital is not affected. Rooms D208 and D209 have been added to the list of renovations.</p>	<p>Information only.</p>
<p><b>5. Retired Faculty Email Addresses</b></p>	<p>M. Kosovec</p>	<p>Retired employees returning to OCC are no longer receiving their emails because the addresses are invalid.</p> <p>It is the responsibility of the Department Chair to update this information in Outlook by submitting a RITS.</p> <p>In the meantime, send an email to D. Kauffman requesting this information.</p> <p>The President's Office has a current list of emails for retired faculty and staff. If you would</p>	<p>Information only.</p>



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		Trina Pierce is full time and works Monday – Thursday from 8:00 a.m. to 4:30 p.m. and 8:30 a.m. to 5:00 p.m. on Friday.	Information only.
	S. Jackson	The SF campus will remain open on Saturdays throughout the semesters.	Information only.
		Student Life is hosting “Safety for Women” next week at RO & SF. This is a free event and limited to the first 25 people.	Information only.
	C. Carbone	The Student Ambassadors have undertaken the “Random Acts of Kindness” initiative throughout the RO and SF Campus.	Information only.
		The PTK Induction Ceremony will be held Friday, April 10 <sup>th</sup> in D201; 40-50 students will be inducted.	Information only.
	B. Sault	The Red Cross Blood Drive will be held on May 18 <sup>th</sup> at RO and May 19 <sup>th</sup> at SF. Additional information will be available shortly.	Information only.
		The Photo Exhibit is underway at the RO Campus.	Information only.

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<b>Agenda Item</b>	<b>Principal</b>	<b>Discussion Summary</b>	<b>Actions / Outcomes</b>
<b>ADJOURNMENT:</b> 4:05 p.m.			
<b>NEXT ASSEMBLY:</b> Tuesday, May 5, 2015 – Southfield Campus, Room TBA			