



COMMUNITY ASSEMBLY * MINUTES
Highland Lakes Campus

DATE: December 6, 2013

TIME: 11:00am – Noon, SCA

1. The meeting was called by Dr. Cynthia Roman on December 6th, 2013, at 11:00am. Administrators attending were introduced to the Assembly. Dr. Roman reminded everyone that the Minutes are posted on InfoMart and any revisions can be sent to her (until further notice).

Attendees – 35:

Administrators: Cynthia A. Roman; Tim Sherwood; Tim Walter; Terry McCauley (DO); Gheretta Harris (DO)

Management: Linda Perry; Janine McKay; Steve Messina; Keith Pawlovich; Ken Reynolds; Becky Guenther; Barb Griggs

Faculty: Wendy Conway; Kim Boose; Emily McAllister; Gina Mandas; Karen Robinson

Classified: Gail Adams; Baiba Ejups; Sue Henke; Cathryn Burrill; Michelle Carrier; Tammy Hale; Gia Huff; Merci Gooding; Barbara Stanhouse

Grounds/Maintenance/Mechanical: Jim Meixner; Kevin O'Connor; Bert Mallast

IT: Dave Schaefer; Kelly Taylor (DO)

Public Safety: Matt Wells; Dave Pasko

Contract/IT: Kaleb Shilea (AH); Joyce Denham

2. Announcements/Updates

A. Student Life - K. Pawlovich reported that

- M. Gooding came to him with suggestion that warm weather clothing and canned food be gathered as a humanitarian effort for the 2 million people as a result of Super Typhoon Haiyan; photos of devastation were shown to group; collections boxes by bookstore and in Levinson Hall; Merci Gooding is a member of Filipino American Community Council that is working with the Salvation Army in this long recovery process
- Highland Lakes student publication – submissions will be requested college-wide; HL has sold proprietary control; deadline for submissions is March 2014

B. Diversity & Inclusion - C. Roman reported on the CCDI event on January 15th presenting Mark P. Fancher, at the Orchard Ridge Campus, Smith Theatre, from 6-8:00pm. All should sign up through PDTC for SDU credits.

C. Campus Events – C. Roman reported on the Holiday Baskets Auction will be held Tuesday, December 10th, from 3:30-4:30pm, in LH 126; last bid will be taken at 4:15pm and all proceeds benefit HL students.

D. BOT Broadcast Schedule - C. Roman reported that the BOT meeting and broadcast schedules are in InfoMart.

- B. Guenther asked about access to broadcasts if living outside of Oakland County; suggestion made to go to local communities' cable broadcasts

E. Chamber Updates – T. Walter reported that as a representative to three Chambers of Commerce, he constantly hears that members – or their family – have attended Highland Lakes Campus, express high regard for instructors, feel OCC courses are good as a 4-year institution, if not better, and greatly appreciate the professional/ respectful treatment they received from OCC staff.

F. Retirement Celebration – C Roman invited the Assembly to the December 13th HL retirement celebration planned for 3-5:00PM in WHA 371, for Janet Baldwin, Marsha Bohn-Fessler, Lynette Curtis and Barb Griggs.

3. Department Presentation – Linda Perry, Manager of Financial Aid reported that:

- Student calls now are directed to the first available campus; cuts down on student wait time
- New imaging is taking a tremendous amount of time and effort
- Students now don't have to apply for each loan; loans awarded automatically, up to student to accept the loan or deny it; there is over \$100 million in financial aid available and 20,808 new award letters have been sent out
- Default management very important for loans – defaults greatly increasing; a new rule is that funds would be distributed 30 days after class begins
- A “financial literacy” program is now offered on-line; students take a lot of loans and their financial responsibility to repay those loans is explained to the students
- Working to implement fraud prevention, have worked with the FBI; however, OCC losses are lower than \$500,000 at this time so fraud prevention is OCC responsibility
- Continuing customer service training
- G. Mandas questioned reasoning for student getting financial aid 30 days after class starts; can another way be found so the student can be prepared for class?
 - L. Perry – Funds are available in the bookstore until the last minute of schedule adjustment, can be used to purchase books, supplies, etc.

4. Concerns/Suggestions –

A. Definition of Student Success – *“Student success is the efficient and effective advancement of students from enrollment to academic achievement resulting in certificate/degree completion, transfer, and/or employment.”*

C. Roman explained that everyone has access to review the new OCC definition of student success on InfoMart and submit their comments/suggestions; T. Walter was asked to direct the discussion, asked: “What do you do to insure student success?”

- K. Boose: Hiring/providing educated tutors, holding seminars on 30 titles including college success skills
- K. Robinson: Constantly reviewing/revision curriculum; support includes lectures, engaging students in groups; mentoring/modeling/ developing critical thinking, which is the most transferable skill

T. Walter: “What would you add/take away from the Student Success Definition?”

- W. Conway – Missing personal enrichment for people from Oakland County
- T. Sherwood – process alludes that “starts in enrollment”; needs to be a previous plan leading to a goal
- G. Huff – How long do we have to respond? C. Roman: Ongoing, will be more discussion at the February, 2014, Community Assembly
- G. Mandas – Use of “efficient and effective advancement” makes students sound like “widgets”; no connection with developing the human brain
- D. Schaefer – Agrees with G. Mandas on use of “efficiency”; students need to be ready to go to work, align with business needs for real world application
 - T. Walter: As in job readiness? Dave: Yes
- B. Guenther – Liked suggestions of T. Sherwood, G. Mandas; definition could be more warm and fuzzy, more personal
- G. Mandas – Student success is the development and growth of students (not to make them sound like they come from a Petri dish)
- G. Adams – Wanted to add to D. Schaefer’s comments – when the students complete their degrees, how do we know they are ready for the work force? Does OCC really prepare students for a seamless transfer? How do we know they are really prepared for the real world?
 - T. Walter – Again applies to job readiness

- K. Robinson – Really believes that the HLC provided a good basis; “development of learners” leads to assessment of what we can measure; work to develop holistic learners as well.
 - C. Roman reminded everyone to consider this further, go on InfoMart and add suggestions.
- B. Update: Smoking on Campus – C. Roman informed the assembly that:
- Campus Presidents have met with Terry McCauley regarding enforcement; matter was turned over to T. McCauley to lead discussion.
 - T. McCauley reported on talks with Public Safety and research on the issue being done; recapped Board of Trustees Policy and reminded assembly that we can all “inform” the students of the policy
 - Problems with students should be reported to Dean Tim Walter to address
 - He has met with each campus’ Health & Safety Committee; many staff smoke, should be reported to Supervisors
 - Public Safety officers can go to the “smoking areas” but cannot write tickets without an ordinance
 - B. Guenther asked about obtaining an ordinance; T. McCauley stated the prosecution is difficult due to lack of legal staff
 - J. McKay – Consequences to students? T. McCauley: These are listed in the Board policy
 - Can the non-smoking policy be advertised somehow in smoking areas? T. McCauley: There is no foolproof method to stop smoking
 - PS Officer Matt Wells explained the difference between policy and law; there are no consequences with policy; need every employee to enforce policy
 - T. Walter stated he had not received one complaint regarding smoking; did have one student request for a smoking shelter
 - Smoking breaks the Student Code of conduct and could go before a BART committee
 - B. Stanhouse – Can we get identity of students?
 - W. Conway – Brought up non-smoking policy to student , who got hostile and left; no way to ID student; smokers at RO campus can just cross the street, more difficult here
 - G. Mandas – Can we go to a model of designated smoking areas?
 - T. McCauley – EHS (Environmental Health & Safety) Committees addressed designated smoking areas, but BOT decided these would not be established on campuses
 - K. Robinson – Agreed with G. Mandas; students create their own smoking areas
- C. Update: Custodial Shifts – C. Roman informed the assembly that she had checked with other campuses regarding the midnight shifts; Orchard Ridge and Auburn Hills do have custodial on midnights
- Presidents are reviewing appropriateness of midnight shifts
- D. Update: Recycling – C. Roman checked with supervisor; recycling materials are going to the right dumpsters; campus is getting more recycling bins in Woodland Hall
- E. Update: Highland Hall – K. Reynolds informed the assembly that:
- The Board of Trustees approved the demolition of Highland Hall, and the project is moving forward
 - Would be 3 months of demolition and reconstruction in mid/late March
 - Interruptions to walking and driving flow on campus due to fencing 50’ around the demo site
 - Facilities Committee meeting next week; discussion to include
 - Memorial of Highland Hall; received good options from architects but checking on costs
 - Engineering and architectural design expected by end of January, then go out for bid
 - W. Conway – Will a structure replace Highland Hall? An auditorium, or conference center?
 - Would be a commons area, maybe more parking; no structure planned
 - During the previous construction phase at HL, the 72,000 sq ft of Highland Hall was replaced by the new Levinson Hall and Woodland Hall Additions.

F. Update – Blinds in SC 234 – C. Roman addressed the issue from last month's meeting

- Blinds have been ordered, should arrive the 3rd week in January

G. Community Suggestions –

- S. Messina – Can TV screens on campus show campus and world news?
 - D. Schaefer – IT does not deal with content
 - C. Roman – Asked if campus can run CNN; R. Steele said he needs a request and authorization via email to him. Can broadcasts alternate OCC w/ CNN? She will explore matter further
- S. Messina - In referencing "Student Success", stated campus is losing tutors – these are highly degreed people who cannot work here due to low pay; salary increase might keep good people working with our students
 - No raise to tutors in 10+ years
 - May have to go through agencies, which is very costly
 - K. Pawlovich stated it has been 13 or 14 years since tutors received pay increase
 - G. Mandas – Same as department chairs having trouble hiring adjuncts
 - B. Guenther – Adjuncts last pay increase in 2007
- M. Gooding – Requested information on changes in custodial assignments
 - Please inform staff so they can work with the maintenance staff
 - LH 213 – Lab trash not emptied in a week
 - Is there proper training for temporary maintenance workers?
 - LH restrooms not maintained – no soap, paper
 - Smell in rest rooms – sewer smell in morning
 - B. Guenther – John Copeland should attend these meetings; stairway to library never cleaned
 - K. Reynolds – J. Copeland on campus last week before the holiday break
 - B. Guenther – when staff call the service number in restrooms, does company keep a log? How many complaints have they received? People should call in to register problems.
 - G. Harris – Company does keep a log of calls received
 - G. Huff – Need someone to walk around campus and call in maintenance issues
 - W. Conway – this is John Copeland's responsibility
- W. Conway – No food available in WH kiosk; soup was gone before 4pm on Monday through Wednesday; no soup was available on Thursday, only 3 sandwiches
 - Serious issue for evening students who come from work or staff who work a long day/evening
- L. Perry – Why do we need work orders for routine maintenance?
 - K. Reynolds – Must let supervisors know of maintenance issues; new on-line process in place
- G. Mandas - Staff not replacing empty water dispenser bottles; emailed J. Copeland for weeks – can't extra bottles be placed in 3rd floor kitchen?
- G. Harris – Understands frustration of staff
 - Over the last year, established custodial hotline and new on-line work order process; will put something in place right now and make visits/inspections at HL
 - C. Roman – Are work orders needed? G. Harris – Need the work orders for documentation
 - J. McKay – Can there be task checklists? G. Harris – Working on this as college-wide standard
 - B. Guenther – Then for an immediate problem, call the hotline; for an ongoing problem, use the on-line form
 - K. O'Connor – Levinson Hall is dirty now because the temporary staff is not properly trained and working midnights; custodial should be working days – have J. Copeland work days
 - G. Harris – Time of day is not an issue; work needs to be done
- C. Roman – Requested G. Harris come to February 2014 HL Community Assembly to give update

The HL Community Assembly was adjourned at 1:15pm.

Submitted by,

Barbara Griggs, Administrative Assistant
President's Office
Highland Lakes Campus

HL.CommunityAssembly.MIN.12-6-13.