

COMMUNITY ASSEMBLY

Highland Lakes Campus - Student Center Arena

DATE: April 7, 2015 TIME: 4:00 – 5:00 p.m.

In attendance:

- Faculty: Kim Boose, Chris Genei, Nicole Kassab, Bob Lamphear, Karen Robinson, Susan Snyder
- Classified: Sue Henke, Kathy Pfahlert
- Management: Gail Adams, Steve Messina, Ken Reynolds
- Administrators: Tim Walter
- Public Safety: Laura Ketelhut, Jacob Liska
- Custodial/Maintenance/Grounds:
- Contract/IT:

I. Welcome/Introductions of Guest Administration – Tim Walter

II. Announcements/Updates

A. Cost Saving Measures – Tim Walter reported:

- Thank you to everyone who submitted cost saving ideas. Solid suggestions were received. Dr. Roman submitted the ideas to Vice Chancellor of Administrative Services Peter Provenzano for further review.

B. Tandberg Videoconferencing Unit – Tim Walter reported:

- A new videoconferencing unit was installed in conference room WH315. It is available for everyone's use. Dave Schaefer is available to help you with the unit. Submit a RITS to the Help Desk to request a training session. You must reserve WH315 by contacting Pam Ryals. The unit can conference to the other four campuses.

C. Campus Appreciation Day – Tim Walter reported:

- Thursday, April 16 at 12:30 p.m. in the Student Center Arena. There will be a BBQ/potluck as well as presentation of service awards.

D. Honors Convocation – Tim Walter reported:

- Friday, May 29 at 1:00 p.m. in the Student Center Arena.

E. Commencement – Tim Walter reported:

- Saturday, May 30 at 2:00 p.m. at The Palace of Auburn Hills.

F. Maintenance Issues – Ken Reynolds reported:

- An issue was brought forward regarding how to report issues with the restrooms. The following procedure should be followed:
 - Students – Continue to call the phone number posted in the restrooms.
 - Employees – Enter a SchoolDude request *or* send Ken an email.
- It was asked why the toilets in the restrooms in WH North have hot water and the sinks have freezing water in the mornings. Ken said it has to do with the pipes and that the fix is complicated. He is aware of the problem and it will be addressed when there is a period of time to remedy the situation.

G. Student Life Update – Tim Walter reported:

- The Diversity Fair on April 2 was well attended; there were over 1,000 people. The fair raised over \$700 for Open Doors Outreach Center.
- Saturday, April 11, 9:00 – 1:00 p.m. in parking lot G there will be electronic waste recycling. Electronics cannot be dropped off prior to the times stated.
- Wednesday, April 15, 10:00 – 4:00 p.m. Student Center Arena - the American Red Cross will be available for a blood drive.
- Thursday, April 16, at 7:30 p.m. Student Center Arena – OCC Jazz Band under the direction of Tom Dennis.
- Friday, April 17, at 8:00 p.m. Student Center Arena – OCC Band under the direction of Fred Junod.

III. Concerns/Suggestions/Reminders:

- T. Walter – The Chancellor attended the President’s Staff meeting and discussed the state of the college.
- Jacob Liska – Smoking continues to be a problem. Public Safety makes rounds but cannot make students stop smoking. A fine would be the best way to curb smoking; however, fines cannot be handed out.
- Steve Messina – Issues with handicap parking has been a real problem this semester. Students are complaining that there is not enough handicap parking spots. Do not send students to ACCESS; ACCESS does not control the parking lots. Ken stated that we have been audited by the state and we exceed the number the handicap spaces required. The formula is one handicap space for every twenty-five regular parking spots and one van accessible space for every eight handicap spaces.

The HL Community Assembly was adjourned at 4:25pm.

Submitted by,

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