COMMUNITY ASSEMBLY SOUTHEAST CAMPUS **MINUTES** Tuesday, March 4, 2014 3:00 p.m. to 4:00 p.m. Southfield Campus, Room A202

Attendees:

J. Brown-Williams	J. Hawkins	W. McCord
D. Burgess	K. Hugelier	M. Reid
L. Crews	S. Jackson	S. Reif
R. Elshaer	D. Kauffman	C. Sanford-Brown
T. Felcyn	E. Konja	B. Stanbrough
S. Grunfeld	J. Matteson	_

Minutes submitted by: Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
OLD BUSINESS			
 Approval of Minutes, 2-4-14 Meeting 	Attendees		Approved. Minutes are posted on InfoMart/ Committee & Minutes/Community Assemblies
NEW BUSINESS		-	
2. Welcome	S. Reif		
Announcements & Updates:			
• Student Life	S. Jackson	Events planned for March are free and open to everyone. Information on these and other events can be found on the Student Life website and home page.	 Workshop No. 4 of the Empowerment Series, "Visualization", Thursday, March 12th, Southfield Campus, Student Center, A-129, 12 noon to 1:00 p.m. (canceled due to weather) Women, Leadership and Politics Panel Discussion, Wednesday, March 12th, Royal Oak Campus Theater, 6:30 p.m. to 8:30 p.m. Sharon Miller—Facilitator, co- sponsored by Campus Diversity & Inclusion Committee. (canceled due to weather) National challenge for people to learn about/ recite Gettysburg Address: Monday, March 10th, Royal Oak Campus, Room C202, 1:00 p.m. to 5:00 p.m. Thursday, March 13th, Southfield Campus, Student Center, A-129, 3:00 p.m. to 5:00 p.m.

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David L. Mathews' Chili Cook-Off	L. Crews	A reminder email has been sent to the campus community. Chili entries and donations for side dishes are still being accepted.	Thursday, March 6th, Southfield Campus, Room A-106, 12 noon to 2:00 p.m.
 Winter Adjunct Orientation Report 	C. Sanford-Brown	The first winter college- wide orientation was held Wednesday, January 22nd. Overall, the workshop was a huge success.	PDTC would like to continue holding this orientation annually.
Honors Convocation Update	C. Sanford-Brown	This program will be held Friday, May 16th at Royal Oak in the Theater and begin with a breakfast buffet for the attendees and their families. The theme is to be determined.	Honors Convocation: Friday, May 16th, Royal Oak Campus Theater.
Personnel Changes	M. Thomas/ C. Sanford-Brown	 The following personnel changes were announced: Barbara Klompappointed Clinical Coordinator of Radiology Technology, Southfield Campus Raymond Ryerson, Facility Technician at Royal Oak Campus, retired, effective February 28th Also, a large number of changes are due to classified staffing with temporary employees filling in for staff at both campuses. 	Information only. Details to follow.

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C. Sanford-Brown	Recipients of the Outstanding Faculty/Staff awards for Royal Oak/Southfield will be honored on Thursday, April 3 rd at the Royal Oak Campus.	
K. Hugelier		One wheelchair will be available at each campus within the next 4 to 5 weeks and located in the Public Safety office.
S. Reif	The ceremony will begin with a luncheon.	Commencement at The Palace of Auburn Hills, Saturday, May 17 th , 2:00 p.m.
S. Reif	PTK Representatives, Tori Ford, from the Royal Oak Campus and Erin Rhodes, from the Southfield Campus have been selected.	Information only.
S. Reif	A follow-up call was placed to the City of Southfield DPW on March 4 th requesting an update.	The work order remains open and the repairs will be completed as soon as possible.
	C. Sanford-Brown K. Hugelier S. Reif S. Reif	C. Sanford-BrownRecipients of the Outstanding Faculty/Staff awards for Royal Oak/Southfield will be honored on Thursday, April 3 rd at the Royal Oak Campus.K. HugelierThe ceremony will begin with a luncheon.S. ReifThe ceremony will begin with a luncheon.S. ReifPTK Representatives, Tori Ford, from the Royal Oak Campus and Erin Rhodes, from the Southfield Campus have been selected.S. ReifA follow-up call was placed to the City of Southfield DPW on March

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3. Community Relations:			
Hazel Park Promise Zone/ Detroit Scholarship Fund Updates	J. Brown-Williams	The Hazel Park Promise Zone had 11 students attend in the fall; nine additional students joined; a total of 20 students are registered for the winter semester. IR recently created a dashboard for the Detroit Scholarship Fund. They had 132 students registered for the fall; 92 returned for winter semester; 11 more students registered; 103 are at the Southfield Campus for winter semester.	Information only.
		As a group, about 50% of the students are excelling.	
Celebrity Readers	L. Crews	On Monday, March 3 rd , Southfield Public Schools' Brace-Lederle Elementary School kicked off March Reading Month with a visit from a very special character – the "Cat in the Hat." OCC employees, including C. Sanford-Brown, who dressed in costume, read to the students, who were also decked out in their red and white Seussian hats. This event was well received by students and staff.	Information only.
 Southfield High School Career Day Report 	M.K. Thomas	 B. Stanbrough spoke on behalf of Mary Thomas. The Southfield Campus hosted a career fair/college tour focusing on health professions and luncheon on Thursday, February 27th for approximately 70 students from the 	Information only.

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		Southfield Public Schools. Many Royal Oak/Southfield staff were instrumental in making this initiative a huge success.	
• Founder's Day	S. Reif	Beginning Wednesday, March 19 th and for the month of March, employees and students are encouraged to volunteer in their community to honor OCC's founders.	All participants will be recognized in the form of a specially commissioned Founder's Service Club pin. Volunteers who clock four hours will receive a green pin, 20 hours receive a silver pin, and 40 hours receive a gold pin. For more information, visit the Founder's Day website on InfoMart.
		George Mosher, the only surviving founder, will be 93.	
• FOIA	S. Reif	All FOIA requests must be forwarded to Janet Roberts, who is OCC's FOIA Coordinator.	Information only.
		FOIA requests must be in writing (either email or hard copy) from the requester.	
		FOIA requires a response in five business days so the request must be sent to Janet Roberts immediately.	
Student Photo/Exhibit/Scholarship	B. Sault	C. Sanford-Brown spoke on behalf of B. Sault.	The show will be held Monday, March 17 th through Monday, April 17 th at the Royal Oak Campus.
		Everett Jackson, who is a photo student at the Royal Oak campus, won	Work must be submitted to the parapros in D106 by 11:00 a.m. on Tuesday, March 17 th .
		a \$1,000 scholarship.	T. Felcyn will contact R. Kangas about the possibility of this exhibit traveling between the Royal Oak and Southfield Campuses.
Campus Senate	S. Reif	The Presidents will attend Campus Senate beginning March in a non-reporting capacity.	Information only

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		They will determine if there are topics more suitable for the Community Assemblies. The Presidents' attendance at College Senate meetings will be required when they are held on their respective campuses. Deans of Campus Affairs will now be attending future Campus Senate meetings; not College Senate.	
4. Planning:• Email and Personal Devices	D. Kauffman	D. Kauffman announced	Smart phones will require
		 that Smart phones will require reconfiguring due to the recent upgrade to email. Key points are: Smart phones configured to access OCC email allows the IT Department the capability to "wipe" the phone or reset the phone to manufacturers default settings if the phone is reported lost or stolen. Another security enhancement is the ability to only view the 	To view email beyond two weeks, use the web browser on phone and
		last two weeks of email.	enter https://mail.oaklandcc.edu/owa/
5. Facilities:			
 Facilities Update 	K. Hugelier	Renovation to convert Room B209 at the Southfield Campus to a 30-seat dual purpose computer classroom is on track to be completed by spring.	Information only.

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		Plans are still being considered for the	
		former Children's Center at Royal Oak.	
6. Suggestion/Concerns:	D. Kauffman	Tech Station equipment upgrades.	An email was sent to Faculty on Tuesday, March 11 th .
		Key points are:	
		• IT is in the process of upgrading TEC Station equipment in over 20 classrooms at the Royal Oak and Southfield Campuses. The IT Department recently learned the new equipment being installed may not work with some of the older VCR or DVD players without incurring additional costs. In some rooms, VCR OR DVD players may be retained, but not both.	The service vendor has been instructed to keep the VCR players, if possible as part of the TEC Stations.
	E. Konja	E. Konja suggested constructing a University Center on the vacant land.	S. Reif will pass along the suggestion to the Chancellor.

7. Other:			
Special Presentation: Financial Aid	W. McCord	Facts about student aid and its impact on OCC were reviewed: The College accepts the burden of billing the students while the Federal funds are transmitted back to the Government for students who withdraw from classes prior to 60% of the semester.	P. Jones will provide additional information at the next Assembly, if necessary.

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		N Grades continue to be a problem with fraud being a significant factor that has led to the increase in funds being returned by OCC. The college returned about \$100,000 seven or eight years ago; this number now exceeds \$2 million annually. The Financial Aid Department is reviewing its disbursement policies and procedures for handling N Grades in order to reduce the deficit.	
		Approximately 10,000 students do not quality for financial aid because of Satisfactory Academic Progress (SAP). A total of 2,500 students are on financial aid plans. Grades of I, WP, WF, W, and N are viewed the same way not meeting academic policies. Automatic processing of loans is a new and efficient process. Loans must be accepted, rejected or changed by students through Web Advisor or they are subject to cancellation. There are currently 460 veterans who are certified. Their grades must be reported back to the VA. The Financial Aid Department processes an average of 24,000 student awards annually.	
8. Next Steps			

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
9. Next Meeting:			
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Tuesday, April 1, 2014 Royal Oak Campus, F			
3:00 p.m. to 4:00 p.m.			