COMMUNITY ASSEMBLY SOUTHEAST CAMPUS

MINUTES

Tuesday, November 4, 2014 3:00 p.m. to 4:00 p.m. Southfield Campus, Room B201

Attendees:

C. Boylston S. Hardin E. Konja J. Brown-Williams N. Huey V. Lamb

D. Burgess K. Hugelier N. Mirza-Atkinson

C. Carbone J. Jensen S. Reif
D. Ceci R. Karmen B. Sault
S. Charlesbois D. Kauffman S. Schmidt

Guest: Janet Roberts

Minutes Submitted by: Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
OLD BUSINESS			
Approval of Minutes October 7, 2014 Meeting	All		Approved. Available on InfoMart - Committee & Minutes Community Assemblies Royal Oak/Southfield
NEW BUSINESS		_	
2. Welcome	S. Reif		
Special Presentation: Marketing			
- Community Day	J. Roberts	This event will be held March 28 th and offer free workshops to the community as a way to show thanks for their support of OCC for the past 50 years. Approximately 20 or more workshops, which can be an avocation, activity of a non-academic nature or academic in nature will be planned for each campus. A committee will be established to schedule rooms and determine the validity of each proposal. A small budget will be available. Proposals must be turned into the President's Office where the workshop will be held by November 15 th ; feedback will be provided by December 1st.	Information only.

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- OCC Identify Standards	J. Roberts	The 50 th Anniversity logo will be use 2015. The new document fonts Franklin Gothic Century School new business of stationery formations of the Anniversary log email signature downloaded from Graphics web processity contact Graphics services to requisitions of the services of the serv	d until will be and book. A ard and at has e 50 th to for s can be m the boages. c uest
- Website Redesign Update	J. Roberts	Overhaul of the website began Winter/Spring 2 and is currently proceeding in p full launch is pla January/Februa Web page owne being asked to their pages and updates by Satt November 1 st; p are not current be migrated. U on the process found on InfoMarks	in 2013-2014 hases. A canned in cary 2015. cers are review l submit curday, cages that will not pdates can be
Student Lunch with the Campus Presid	ent S. Reif	This event will be planned for the beginning of the students at the SF campuses. include membe President's staft possibly J. Shat Chancellor of Starvices. The participate in a discussion with President about OCC experience working well for and what they was to see changed.	e year for RO and It will rs of the f and dko, Vice tudent group will the t their e, what is them would like

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		similar event is being considered once a semester in spring fall. Student Life wassisting with the planning process. Details will be announced shortly.	and ill be
• Pot Luck	S. Reif	K. Robbins and M. Vollbach are coordinating this ex which will begin at and rotate between campuses beginning 2015. Details are forthcoming.	vent, RO n the
Campus Cares	S. Reif	A food drive to colle non-perishable food items will be held to benefit RO/SF stud Donation boxes will set up in the staff to at both campuses to receive bags of food Details regarding collection and distribution dates wannounced shortly.	d o dents. I be ounge to o d.
Campus Response to Student Passing	g's S. Reif	It was suggested the Campus Administrate be advised of the passing of a studer they can attend ser The consensus is the current process should remain in place.	nt so vices.

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Facilities: D-Building HVAC Replacement	K. Hugelie	have concluded failure of this un eminent and replacement is serecommended. areas planned for shutdown included Analog Photo Lab, Photo Classian emineral for the conclusion of the conclusion o	d that nit is strongly The for de the ab, ramics ssroom,
		Photo Studio, and Theater. The water tentatively sche begin with the Ein Summer II, 20 one week follow Ceramics, Photo Classroom, Studies Theater in early through late Aug	work is eduled to Bookstore 2015 for wed by to Lab, udio and y May ugust.
Offices for Deans of Campus Affairs	K. Hugelie	r J. Brown Willian remain in her cu office at RO, wh 102B. Her exte 2496. J. Hawki at SF in office A Deans' Suite, E	eurrent hich is ension is ins will be A208A,
Review Process for Scheduling/ Changing Rooms	K. Hugelie	r Contact K. Huggroom changes a required AFTEF have been finalic contact the Administrative S if a change is re BEFORE room are finalized.	are R they lized; Specialist equired
4. Phi Theta Kappa Update	J. Brown-V C. Carbon		r 7 th at 201 at RO ely 25

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		The organization working on a So Hunt for the 50 th Anniversary to be both campuses. PTK is being tree a student club so not be part of the web site. A link available on the Life web pages.	eavenger De held at Deated as O it will De new Will be Student
5. Community Comments/Discussion	All		
Locks on Classroom Doors	S. Schmid	installed on clas doors at RO and A proposal was previously subm	copy of the proposal to S. Reif for resubmission to Administration.
• Tasers	S. Schmid	rejected. t Requested deta use of tasers by Safety officers.	
		Training for tase provided when I receives approv policy and certif	D. Ceci al of the
		Implementation tasers is planne beginning of Jar 2015.	d for the
DMS Accreditation	S. Schmid	The Diagnostic Sonography ("D Program is bein reviewed for accreditation. T visit will take pla November 6 th ar	MS") g The site ace on
Campus Raider Stores	S. Hardin	The Annual holi Open House wil for faculty/staff of November 19 th f p.m. to 7:00 p.m Everyone can sa	I be held on from 5:30

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		on clothing and Light refreshme be served. An I and email will be everyone.	ents will Invitation
Diversity Committee	B. Sault	A display show different culture begin this montl campuses and lupdated monthl	s will hat both be
		L. Crews is recr members for the campus.	
Student Photo Exhibit	B. Sault	The exhibit will solvember 10 th one month and located between D buildings.	at RO for be
Holiday Pay Schedule	J. Jenser	A campus-wide with instructions deadlines for copayroll for all grant sent November	have any questions. ompleting oups was
		Late timesheets be processed unext pay period	ntil the
		Please share th information with students, tutors adjuncts, and st	,

Next Meeting: Tuesday, December 2, 2014 Royal Oak Campus, Room TBA

3:00 p.m. to 4:00 p.m.