

Auburn Hills Campus Community Assembly
Tuesday, March 4, 2014 – 4:00pm-5:00pm, G240
Minutes

Campus Administration Announcements, Updates, Community Relations

Jackie Shadko introduced herself as AH interim president for the next two months. On this, her second day at AH, she welcomed 31 faculty and staff members to the meeting. She said she is happy to have this opportunity to be at Auburn to be able to see how another campus works. Her door is always open, and she invited all to stop by to see her or email her. When she leaves at the end of April, she said we may have another interim president for two more months before a permanent president assumes the position. She made the following announcements:

- March 1 is Founders Day—the birthdate of George Mosher, the only surviving founder of OCC.
 - Cake at each campus and a birthday card for Mr. Mosher to honor his 94th birthday.
 - In honor of our founders, everyone is encouraged to volunteer in their community. See Founders Day page on the OCC web site.
 - Special Founders Club pins and awards for participants.
 - Deadline for turning in hours of service – April 4, 2014.
 - More to come.
- April 11, Friday, is Excellence Day—the day we honor our employees and emeriti. Location will most likely be AH.
- May 15, Thursday afternoon, is AH Honors Convocation at the Auburn Hills Campus. This annual event has returned to the campuses.
- May 17, Saturday, is Commencement at the Palace of Auburn Hills.

Campus Facilities/Equipment/Technology

- Facilities Update
No report this month.

Presentations/Updates

- Behavioral Assessment & Response Team (BART)
H. Tanaka and P. Baldwin delivered a presentation on the BART program and how it works. The purpose of the program is to provide a centralized method for recording and responding to behavioral issues of anyone on campus except employees. The goal is to identify problems early to prevent major occurrences.

For more information about BART, go to InfoMart, search BART and see Public Safety Program Available To College Community.

Highlights of the program:

- Each site has a team consisting of the campus dean, a Public Safety officer and a counselor. At AH, the team consists of Dean H. Tanaka (academic issues and facilitator), Sgt. P. Baldwin (legal issues) and a counselor—often A. Paramo-Dionne (emotional issues).
- Anyone informs a BART member about any behavior that causes concern.

For a reporting form, go to InfoMart/Forms & Procedures and search BART.

- BART researches the matter using the BART data base of prior issues, Public Safety records, Counseling files, etc. and determines whether the matter is a classroom management issue that can be worked out between the student and the faculty member or whether more is involved and a meeting with the individual in question is needed.
- If a meeting is required, a hold is placed on the student's ability to attend class until after the meeting; at the meeting questions are asked and, after the meeting, BART discusses the matter and makes a decision as to how to respond,
- The student is notified of the decision in person and by certified letter mailed to his/her address of record, and the BART database is updated with relevant information.

Important ways we can all help:

- If you become aware of any communication or behavior that could be interpreted as inappropriate, potentially threatening or illegal:
 - Contact Public Safety immediately at 911 if it's an emergency.
 - If it's less than an emergency but requires a Public Safety response, call 5555 from any college phone or 248.848.4951.
 - If the situation does not rise to the level listed above, complete a BART Concern Form/Incident Report to be looked into by those with special training (**For a reporting form, go to InfoMart/Forms & Procedures and search BART**).

- Freedom of Information Act (FOIA) – How to deal with a FOIA request

What is FOIA?

- Provides the public access to certain public records of public bodies.
 - OCC is a public body and must abide by FOIA.
 - Every OCC employee is responsible for forwarding FOIA requests to the OCC FOIA Coordinator.
 - Janet Roberts is the OCC FOIA Coordinator.
jrobert@oaklandcc.edu
District Office – 248-341-2020
 - FOIA requests must be in writing (either email or hard copy) from the requester.
 - FOIA requires a response in five business days so send to Janet Roberts immediately.
- FOIA questions should be directed to Janet Roberts.

Community Comments, Concerns, Suggested Solutions

- FAQs for Library and Raider One card pages of Publication BR-320 - *Campus Student Services and FAQs* - New pages are being developed to be added to the above-named brochure published October 2013. The new pages will describe services offered by the Library and the Raider One Card and will list frequently asked questions about each. Submit questions to Pam Dorris by March 14.

To view the current publication, go to InfoMart/Forms & Publications/Publications/General Publications/BR-320 and scroll through the pages already included: Enrollment Services, (Admissions, Records and Registration), International Students, Financial Aid, Business Office (Cashier's window), Academic Support Center (ASC) and Counseling.

- Raider One cards – To accommodate those who do not yet have Raider One cards, can the bookstore resume selling guest cards? Library kiosks that sell guest cards accept cash only; at the bookstore students were formerly able to purchase cards and load funds using credit and debit cards. That is a needed accommodation for those who don't have cash on hand.

Post-meeting response: Beginning Monday, March 10, the AH bookstore will resume selling \$1 guest cards as in the past. The intention at the end of last year was to have the bookstores stop selling higher denomination cards, not all cards. The \$1 cards should once again be available at all OCC bookstores.

Good news re: Raider One cards – Students are still able to submit photos on line to get their card. Even better news: Plans are in the works to establish locations at each campus for taking photos and issuing cards (per S. Rowley).

- Upcoming campus events
 - March 21 – Data Summit (D3), culture of evidence theme, roundtable discussions about what data is available and what you would like to have available, Through examples and group discussions, this session will inform the college community on ways to obtain data and use it to make data-driven decisions. 9-11:30am and 2-4:30pm, G-240.
 - Mon., March 24 – Diversity Awareness Month Selection - Author Tom DeWolf discusses his latest book, Gather at the Table, 11am, G-240.
 - Wed., March 26 – Guest Lecture by Grace Lee Boggs, nearly 100-year-old civil rights activist, 1:00pm, G-240. Please let Jess Lizardi know if you will be bringing your class so she can make appropriate plans.
 - March 26 – College Transfer Day – Please encourage students to come, 35-40 colleges represented, 2-5pm, F Bldg. Atrium.
 - March 27 – Senate Meet and Greet Potluck, 5pm, right after College Academic Senate meeting – Social event for all employees. Senate leadership will be there to talk about what Senate is and what it does and to answer questions. Mainly a fun social event to hang out and enjoy food together. All are welcome! AH location TBD, invitation and information to come via email, potluck to be arranged on line.
- Hard copy catalogs – Counseling Chair C. Kurzer asks if hard copy catalogs could be made available for purchase from the bookstore, for a modest amount. He says many students would really like a hard copy. *Post-meeting note: J. Shadko will follow up.*
- Transfer data is available at the Institutional Research Web site. Go to InfoMart/Departments/Institutional Research, Quality & Planning and click Transfer (on the left).

- Personnel updates:
Kelly Services temp Mike Maurer is Biology Parapro, temporarily replacing Ann Johnson. He began March 3. H. Tanaka introduced Candy Geeter, Interim Manager of Campus Affairs. Candy's arrival was announced at the February meeting, but this was her first time attending Community Assembly. He also acknowledged Pam Ryals, Interim Manager of Campus Facilities, and Jeff Ragle, now Interim Director of Student Services; both were introduced in their new roles at the February meeting.

- Athletics update
 - March 4 - Men's Basketball Team scheduled to compete against Henry Ford CC in the first round of playoffs for the NJCAA District 10 tournament hosted at OCC-AH campus. They defeated the Henry Ford Hawks 74-69 to continue to Delta college where they will face Mott on March 6. If they win, they are in the championship for the fifth consecutive year for the regional title and then on to nationals.

 - Women's Softball and Men's Golf returned from spring training ready for warm weather and competition. Softball's tentative first home game is slated for March 21 at the Highland Lakes Campus.

 - L. Huber thanks the 25-30 Student Ambassadors who helped welcome, cheer, set up and clean up at many basketball games during the past season. The extra hands were fantastic, and the Athletic Department looks to continue expanding partnerships with Student LIFE.

- Student ambassadors – J. Lizardi reminded everyone that student ambassadors are available to help with your events or tasks. To get the request form, go to InfoMart/Forms and Publications. Enter ambassador in the search box to get to the form, which is named Student Ambassador Request Auburn Hills Campus (currently "ambassadors" does not work in the search box but we'll try to get that changed).
 - J. Shadko noted that the ambassadors go through incredible leadership training and are very capable.
 - J. Lizardi said ambassadors are available at all campuses and can travel to other sites when needed.

Next Meeting: Tuesday, April 1, 2014, 4:00pm-5:00pm, AH:G240.

Submitted by Betty Green