



COMMUNITY ASSEMBLY MINUTES
Highland Lakes Campus

DATE: November 1, 2013

TIME: 11:00am – Noon, SCA

MINUTES:

1. Welcome/Introductions – Interim President Cynthia Roman called the meeting to order at 11:00am and welcomed all to the 2nd Highland Lakes Community Assembly. She then introduced the visiting college administrators:

Terry McCauley, Director of Public Safety

Michael Schmidt, Manager of Environmental Health and Safety

Those attending (approximately 43) were:

- Administrators - Cynthia Roman; Lori Przymusinski; Tim Sherwood; Tim Walter; Nancy Wong; Kelli Van Buren;
- Classified – Shari Buttrey; Sue Henke; Marsha Bohn-Fessler; Gail Adams; Michelle Carrier; Catherine Burrell; Barbara Stanhouse; Kathleen Cham;
- Faculty – Wendy Conway; Kathy Schulte; Emily McAllister; Elaine Fett; Nicole Kassab; Kurt Stanley; Jayne Lobert; Karen Robinson; Kelly Flores; Dawn Baker; Gina Mandas; Mary Ston; Bob Lamphear
- Maintenance – Kathy Voss;
- Management – Linda Perry; Lisa Moore; Dave Schaefer; Janine McKay; Roger Steele; Keith Pawlovich; Becky Guenther; Ken Reynolds; Barb Griggs
- Public Safety – Barry Matthews; David Pesko
- Contract – Phil Matta; Joyce Denham

- a. Community Assembly Minutes are on InfoMart so please review at your convenience and email suggested revisions to Barb Griggs (bjgriggs@oaklandcc.edu) . All campus and District Office Community Assembly Minutes are available.

2. Announcements/Updates –

- a. CBT – Cynthia Roman reported that the CBT will be releasing the remaining reports on November 14th; the college administration thanks all staff for their patience. She will send out the titles of these reports to the campus community.
- b. Report on recycling efforts at Highland Lakes and college-wide, presented by Kurt Stanley, HL Science faculty, and Michael Schmidt, Manager, Environmental Health and Safety.

Michael Schmidt did PowerPoint presentation on recycling/sustainability programs underway at OCC

- He explained that this presentation is going to be shown at all campuses
- Student Government is involved in promoting efforts
- Instructional videos have been done by students for students
- Explained that OCC does have recycling at varying campuses
 - Becky Guenther asked if we can bring items from home; response is NO.
 - Certain local businesses will recycle motor oil, batteries, etc.; a list of those companies can be provided
- For additional information, please view: www.oaklandcc.edu/Sustainability/ and www.oaklandcc.edu/OCCRecycles/

Kurt Stanley informed the group that as of last August, OCC has an active recycling program and displayed the recycling canisters that will be in the hallways.

- Kurt will be the campus contact for recycling and sustainability at HL
 - Tim Walter asked if we could have signs on the wall above with better explanations for clarity (OCC is not recycling glass at this time). Kurt said he will have signs made up to clarify recyclable items.

- Crystal Fiss (Custodial) led discussion on number of bins for recycling
 - Kurt Stanley stated there are 2 bins, one at Levinson Hall Science/Receiving and one by the Student Center
 - Republic Waste Co. should label the bins as “recycling materials” but they have not yet done this
 - Kurt will talk with John Copeland
 - c. TLTC – Cynthia Roman addressed the concerns expressed by staff on coverage and assistance from the TLTC. Cynthia stated that on October 15th, she had forwarded an email from Robert Montgomery, Vice Chancellor for Information Technologies/Chief Information Officer, to faculty indicating the hours and availability of TLTC staff at Highland Lakes; some faculty did not receive the information and Cynthia stated she will resend the email.
 - d. Bookstore Rental Update – Lisa Moore, HL Bookstore Manager, stated the following:
 - Initially, HL had a small scale rental program; several years ago, a new system was installed and HL is now #1 for book rentals amongst the campuses
 - This fall, books available increased to 96, and there were 1,987 books rented; college-wide there are 217 titles offered
 - Rentals are half-price - \$111,306 in rental fees, which means our students saved that amount as well
 - College-wide, \$385,000 in costs saved
 - Students can use Financial Aid for book rental
3. Community Relations
- a. Former Patient/Highland Hall – Ken Reynolds reported being contacted by retired professor Sherrill Sundberg (NUR), who wanted to set up a tour for Ms. Merle Hardman, an 89 year old woman who had been a patient in the TB Center as a child
 - Ms. Hardman remembered being in HH 331; her 2-year treatment consisted of complete bed rest, fresh air and cod liver oil
 - Ms. Hardman came with her niece, whose father was the business manager at the TB Center.
 - Ken gifted Ms. Hardman with 2 bricks from Highland Hall
 - b. Chamber Updates – Tim Walter stated he has attended several meetings
 - c. Oaxaca Visit – Cynthia Roman reported that on October 23rd, 8 educational administrators from Oaxaca, MX, came with Professor Doug Riddering (AH) to visit the health programs at Highland Lakes. Cynthia thanked all those who participated in the tour.
 - d. OCC Foundation – Cynthia Roman presented the following question from the OCC Foundation: *“If you could have anything for your program, ...?”* Cynthia asked that responses to this question be emailed to her.
4. Facilities
- a. Roger Steele reported on discussion about showing programs, news, etc., on the 11 TV monitors throughout the campus.
 - Submit any PowerPoint presentations to him – he approves
 - Campus does have cable – decision on what to show on TV
 - Does one program run on all monitors?
 - Can just program be shown – turn off volume?
 - Window coverings are needed in SC 234 – students watch programs on TV, other students in lower level
 - IT is on campus until 7pm; channel broadcasting would continue past that time, no controls on what is showing
 - Keith Pawlovich: make sure Student Life has access to the monitors, and he will propose a schedule for appropriate access. Dave Schaefer and Keith Pawlovich will work together on this

5. Department Presentation – Student Life

- a. Keith Pawlovich, Coordinator of Student Development, gave the following update:
 - OCC Talent Finale – 3 people from HL went to finals; HL student Tayvon Clap came in 2nd place for his “slow move”
 - F-3 (Film, Food, Forum) Series was very successful; held 4 out of 5 Wednesdays in October, went from 10 people to 25 people attending
 - Student Life wants to do F-3 again, starting February 14, 2014
 - Depression screening – Joint offering with Student Life, Psychology and Counseling Departments; 52 people signed up
 - Make a Difference Day/Buckthorn – Photos of efforts to remove buckthorn from an area on campus; may replace with flowers or plants
 - Miracle Boxes – Collection box is by the HL bookstore; November 23rd is “packing day” at AH Campus
 - Marketing Department will fund a 20-hour work study student for Student Life projects

6. Concerns/Suggestions

- a. Ken Reynolds gave an update on the Student Center/Food on Campus matters, and for information to the campus community, provided landscape proposals done by the college architects for the open space resulting from demolition of Highland Hall.
 - The Student Center Committee will meet Thursday, November 5th at 3pm in WHA 371; if you wish to participate, contact Ken Reynolds
- b. Please submit the new Department Chairs’ names to Barb Griggs as soon as possible
- c. Crystal Fiss – Can maintenance get off midnights at Highland Lakes?
 - Detrimental impact on family, health and safety
 - Other campuses have stopped the midnight shift
 - There were statements of support for this idea – and applause
 - Cynthia Roman will talk with John Copeland and investigate the aspects of this proposal
- d. Merci Gooding – Kudos to Student Life events; put videos of SL activities on monitors?
 - Keith Pawlovich – Can videos be copied? No media services at HL so cost is an issue; has no issues with IT , just lack of media services staff
 - Varying suggestions came forth: Games, videos; Board of Trustee meetings
- e. TLTC – Gina Mandas asked - what is the bigger picture?
 - Will we get a full time TLTC staffperson at HL? Is this included in the EMP?
 - Cynthia Roman – Bob Montgomery is reviewing staffing, but prospect for HL staff is unlikely; she will check for update

Meeting adjourned at Noon.

Respectfully submitted,

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

** This document is available on InfoMart, under Committees/Minutes > Community Assemblies > Highland Lakes Campus. Please submit requested changes to Barb Griggs via email: bjgriggs@oaklandcc.edu.*