

COMMUNITY ASSEMBLY

Highland Lakes Campus - Student Center Arena
DATE: February 3, 2015 TIME: 4:00 – 5:00 p.m.

In attendance:

- Faculty: Kim Boose, Shawn DiCicco, Chris Genei, Nicole Kassab, Bob Lamphear, Karen Robinson
- Classified: Shari Buttrey, Sue Henke, Michelle Rose, Ginny Seeterlin, Catherine Sorenson
- Management: Gail Adams, Phil Krauss, Janine McKay, Steve Messina, Lisa Moore, Keith Pawlovich, Ken Reynolds, Pam Ryals
- Administrators: Kevin Bratton, Cynthia Roman, Tim Walter, Nancy Wong
- Public Safety:
- Custodial/Maintenance/Grounds:
- Contract/IT: Dennis Likens, Phil Matta

I. Welcome/Introductions of Guest Administration – Cynthia Roman

II. Announcements/Updates

A. Financial Forecast – Cynthia Roman reported:

- Peter Provenzano, Vice Chancellor of Administrative Services, will be at Highland on Thursday, February 5, to give a presentation on OCC's financial forecast. Mr. Provenzano's presentation is very transparent and should last half an hour to 45 minutes. Attendance is encouraged.

B. Orchard Ridge President Update – Cynthia Roman reported:

- Dr. Roman's three month interim position as President at the Orchard Ridge Campus ended last Friday. Dr. Reif will serve on an interim basis for the next three months, and Dr. Taylor will serve three months after Dr. Reif's assignment is over. The position has not been posted yet.

C. Commencement – Cynthia Roman reported:

- Commencement is scheduled for Saturday, May 30, later than in past years. This is due to the winter semester starting a week later than normal and ending a week later. By the time grades are entered, other processes are run to update student records, and work is completed to prepare graduation booklets, it brings us to the end of May.

D. American Honors – Cynthia Roman reported:

- The college will not be proceeding with the American Honors Program.

E. Lunch with the President – Cynthia Roman reported:

- Lunch with the President will take place on Monday, February 16, at noon in the Student Center Arena. Please encourage your students and student workers to participate. Registration and receipt of a ticket through the Student Life Office is necessary to attend the lunch. Dr. Jackie Shadko, Vice Chancellor of Student Services, will be present. Dr. Roman has a list of questions she will ask the students regarding their experience at OCC.

F. Honors Convocation – Cynthia Roman reported:

- The date for the Honors Convocation has not been determined yet due to the delay in selecting a date for commencement. The Honors Convocation event will be held individually at each campus.

G. Student Life Update – Keith Pawlovich reported for Gia Huff:

- There is a blood drive tomorrow from 10 – 4 in the Student Center Arena. If you are interested but concerned about the wait time, call Student Life so you won't need to wait. Walk-ins are welcome.

III. Concerns/Suggestions/Reminders:

- A. C. Roman - Thank you to Ken Reynolds and his crew; the snow removal looks good.
- B. K. Pawlovich - Thank you for meeting the deadline for furniture and equipment requests.
- C. T. Walter - The question was asked why there is a three week hold on Financial Aid refunds. This new process became effective in the fall semester.
 1. Grants such as Pell are refunded shortly after schedule adjustment.
 2. Loans are not refunded until at least one month into the semester. The reason for this is due to the high default rate which happens to be up nationally.**N marks are important to enter because they may result in adjustments to the students' financial aid; this can affect grants and loans.**
- D. G. Seeterlin - If you have any questions regarding the payroll email, give Ginny a call. A couple of questions were asked whether the in and out times can be hand written on the payroll reports; Ginny believes the answer is yes, but she will verify with Becky and send out an email.
- E. J. McKay – Has there been a discussion to divide the position of Dean of Nursing and Health Professions into two positions? Dr. Roman stated that she has been advocating for two positions; however, at this time, the posting is for one position. Dr. Roman will continue to advocate for two positions.

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

Submitted by,

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