

COMMUNITY ASSEMBLY
SOUTHEAST CAMPUS
MINUTES
Tuesday, February 4, 2014
3:00 p.m. to 4:00 p.m.
Royal Oak Campus, Room A213

Attendees:

B. Bash	C. Benson	C. Boylston	J. Brown-Williams	D. Burgess
D. Ceci	L. Crews	K. Davis	K. Greiwe	P. Jones
D. Kauffman	V. Lamb	A. Luftin	W. McCord	D. Nowack
M. Oery	S. Reif	S. Rice	C. Sanford-Brown	B. Sault
M. Schmidt	M.A. Sheble	B. Stanbrough	Mary Thomas	M. Vollbach

Minutes Submitted by: Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
OLD BUSINESS			
1. Approval of Minutes, 12-3-13 Meeting (1 minute)	Attendees		Approved. Minutes are available on InfoMart/Committee & Minutes/Community Assemblies

NEW BUSINESS			
2. Welcome Announcements & Updates: <ul style="list-style-type: none"> • Adjunct Orientation Report (1 minute) • Student Ambassador Program (1 minute) 	S. Reif C. Sanford-Brown L. Crews	The first winter and college-wide orientation was held January 22 nd . <ul style="list-style-type: none"> • Approximately 30 adjuncts attended; 16 have completed the online survey. The results from PDTC are pending. A request from 6 adjuncts that did RSVP; however, could not attend, requested the packet. This program began in the fall for RO/SF. It does not replace work study or student assistants. <ul style="list-style-type: none"> • The campus has 8 ambassadors. • Their role is to assist with college activities/events. 	<ul style="list-style-type: none"> • Contact Dean Crews if you would like to use a student ambassador to assist with a future activity/event.

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
<ul style="list-style-type: none"> • New Welcome Desks – RO/SF (1 minute) • Behavioral Assessment and Response Team Update (6 minutes) • Personnel Changes (2 minutes) 	<p>L. Crews</p> <p>L. Crews/ B. Stanbrough</p> <p>S. Reif</p>	<ul style="list-style-type: none"> • Participants must accumulate 60 hours of service to receive a \$500 scholarship. <p>A handout outlining the program was distributed to everyone.</p> <p>These desks will be ready next week.</p> <p>The Presidents and Deans met and finalized guidelines, processes and procedures.</p> <p>Changes were announced.</p> <ul style="list-style-type: none"> • Tony Ingram, Dean, Social Sciences and Human Services, RO, retired effective 12/31/13. • Jahquan Hawkins was appointed as Interim Director of Student Services, SF. • Deborah Bayer, Interim Dean of Engineering, Manufacturing and Industrial Technologies. • Tom Boozer, Interim Vice Chancellor for Academic and Student Affairs. <p>Interim Deans are:</p> <ul style="list-style-type: none"> • Mary Ann Sheble, Social Sciences and Human Services, RO. 	<ul style="list-style-type: none"> • The student ambassadors will staff the desks and serve as a point of contact for students. • It was suggested that night administrators may use the desk as office space if it is equipped with a computer and telephone. Discussion to be continued. • A process map will be submitted for final approval and reviewed at the next Community Assembly.

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<ul style="list-style-type: none"> Rumor Control (3 minutes) 	<p>S. Reif</p>	<ul style="list-style-type: none"> Beverly Stanbrough, English, RO. Dennis Choiniere, College Readiness. Henry Tanaka, Art, Design and Humanities. Tom Hendricks, Business & IT. <p>Department Chairs, RO/SF, 1/1/14 through 12/13/15 are:</p> <ul style="list-style-type: none"> Humanities, Laura Kendall Business, Michael Smydra Counseling, Nahrein Atkinson English, Suzanne Labadie ESL, Charlott Couch BIS/CIS, Judy Matteson Math, Godson Nasari Science, W. David West Social Sciences, Mike Vollbach <p>Several rumors were dispelled.</p> <ul style="list-style-type: none"> Highland Lakes is not closing. The nurses are not moving to Southfield. The Campus President position is not being eliminated. Building & Grounds is not being outsourced. Mary Ann Sheble is not leading a search committee for Anthropology. 	

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<ul style="list-style-type: none"> Travel Funds (1 minute) 	S. Reif	There is approximately \$2,000 available college-wide.	<ul style="list-style-type: none"> If you plan to travel using these funds, please submit your request as soon as possible.
3. Community Relations:		None.	
4. Planning: <ul style="list-style-type: none"> Student Success Definition Input Part II – (review of Part I) (30 minutes) 	Attendees	A discussion started on the definition of student success. A working definition is on InfoMart.	<ul style="list-style-type: none"> Everyone is involved in student success. The college definition is not inclusive enough; a person might just want to learn computer skills and not get a degree; this is considered success too. Establish mandatory orientation and minimum skill set for freshman students. Classrooms should be adequately sized to prevent overcrowding. Email additional input to Marie Thomas.
5. Facilities: <ul style="list-style-type: none"> Health and Safety Information (6 minutes) 	M. Schmidt	<p>A college-wide recycling program started in mid-2012.</p> <ul style="list-style-type: none"> This includes cardboard, paper, plastic, and metal. Due to handling hazards, glass is not currently recycled. Regulated waste resulting from college operations is recycled under a separate program. This includes used oil, used antifreeze, used 	

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<ul style="list-style-type: none"> • Night Administrators (1 minute) • Pot Holes on Rutland Drive 	<p>C. Benson</p> <p>S. Reif</p>	<p>lead/acid batteries, mercury-containing bulbs, switches, thermometers, and lead wastes.</p> <ul style="list-style-type: none"> • The Sustainability Committee and Student Government have been instrumental in developing and promoting the recycling program. <p>There was discussion regarding the role of night administrators.</p> <p>They have been reported to the City of Southfield DPW.</p>	<ul style="list-style-type: none"> • The work will be completed as soon as possible.
<p>6. Suggestion/Concerns:</p>		<p>None.</p>	
<p>7. Other:</p>		<p>None.</p>	
<p>8. Next Steps:</p>		<p>None.</p>	
<p>9. Next Meeting:</p> <p style="padding-left: 40px;"> Tuesday, March 4, 2014 3:00 p.m. to 4:00 p.m. Southfield Campus Room A202 </p>			