

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

**Attendees:**

C. Benson	C. Hufnagel
C. Boylston	K. Hugelier
J. Brown-Williams	S. Jackson
D. Burgess	E. Jones
L. Crews	S. Reif
D. Dupis	B. Sault

**Minutes Submitted by:** Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
<b>OLD BUSINESS</b>			
<b>1. Approval of Minutes, 4-1-14 Meeting</b>	Attendees		Approved.  Minutes are available on InfoMart/Committee & Minutes/Community Assemblies/Royal Oak/Southfield.

**NEW BUSINESS**

<p><b>2. Welcome</b></p> <p>Announcements &amp; Updates:</p>   <ul style="list-style-type: none"> <li>• Personnel Changes (2 minutes)</li> </ul>	<p>S. Reif</p> <p>S. Reif</p>        <p>M. Thomas</p>	<p>Graduation fees have been eliminated beginning with the fall 2014 semester.</p> <p>Pay for Adjuncts will be increased by approximately 2% beginning with the fall 2014 semester.</p> <p>Marie Thomas is now assisting Lloyd Crews, in addition to the new Dean of Campus Affairs at RO and Steve Reif.</p> <p>The following personnel changes were announced:</p> <ul style="list-style-type: none"> <li>• Keith Birberick, Public Safety Officer, SF, hired effective 4/28/14.</li> </ul>	<p>Information only.</p>  <p>Information only.</p>   <p>Information only.</p>
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Agenda Item	Principal	Discussion Summary	Actions / Outcomes
		<ul style="list-style-type: none"> <li>• Jessica Wildman, Paraprofessional, Photography, RO, hired effective 5/5/14.</li> <li>• Maria Moya, Secretary, Enrollment Services, is retiring effective 6/30/14.</li> <li>• Marian Shirlee, transferred to RO to be the Administrative Specialist for the new Dean of English &amp; Communications.</li> <li>• Tom Hendricks, Dean of Business &amp; Information Technologies, has relocated to SF. He is located in A208E in the Deans' Office area.</li> </ul>	
<ul style="list-style-type: none"> <li>• Student Success Definition</li> </ul>	S. Reif	<p>The final definition was discussed. "Credential" was added to the certificate/degree in order to include non-credit. The next step is to begin the process of selecting key performance indicators (KPI) to track the various components of student success.</p>	Information only.
<ul style="list-style-type: none"> <li>• Suggestions for PDTC Workshops</li> </ul>	S. Reif	<p>The following ideas were submitted:</p> <ul style="list-style-type: none"> <li>• Embracing Organizational Change</li> <li>• Stress Management</li> <li>• Caregiver Support</li> <li>• Refresher on Civility</li> <li>• Integrating International Students into a College Environment</li> </ul>	Submit recommendations to Pam Dorris, PDTC.

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<ul style="list-style-type: none"> <li>• Privacy Area – RO &amp; SF</li> </ul>	S. Reif	<p>Human Resources requested that each campus create a privacy area where mothers can breast feed their nursing children.</p> <p>Kim Hugelier identified A224D, which is the small conference room in the faculty area at SF. The Ticket Office at RO will be used for this purpose.</p>	Information only.
<ul style="list-style-type: none"> <li>• E-cigarettes</li> </ul>	S. Reif	<p>Complaints about the use of this product at both campuses, especially in the Math Tutoring area, continue to be received.</p> <p>It was recommended that the Board consider changing the smoking policy.</p>	<p>Information only.</p> <p>T. McCauley recommended that faculty post a sign in the classroom prohibiting use of this product.</p>
<p><b>3. Facilities:</b></p> <ul style="list-style-type: none"> <li>• Facilities Update – Handicapped Parking Lot</li> </ul>	K. Hugelier	Restriping will be completed this year.	Information only.
<p><b>4. Suggestions/Concerns:</b></p> <ul style="list-style-type: none"> <li>• Dean of Campus Affairs – RO</li> </ul>	S. Reif	The position will be filled. In the meantime, if you have any issues, contact Lloyd Crews; issues of an urgent nature are to be referred to Steve Reif.	Information only.

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<p><b>5. Other:</b></p> <ul style="list-style-type: none"> <li>Special Presentation: Enrollment Services</li> </ul>	<p>J. Brown-Williams</p>	<p>Students who place in English 1055 must attend a Mandatory Orientation beginning Fall 2014. Due to space limitations, orientation is for students only.</p> <p>Many of the courses students have the opportunity to register for will be taught for the first time at the SF and RO campuses.</p> <p>New ceramics classes will be offered at SF.</p> <p>Students must apply by August 15<sup>th</sup> for this fall; if not, they will be unable to attend fall classes. Students have to apply by September 5<sup>th</sup> for late start classes. The application deadline for the winter semester is December 15<sup>th</sup>.</p> <p>The graduation fee will be waived beginning this fall. Direct students with questions/concerns to Enrollment Services &amp; Counseling.</p> <p>An informational flyer is available in Enrollment Services.</p>	<p>Information only.</p>
<p><b>ADJOURNMENT: 4:00 p.m.</b></p>			
<p>The next Community Assembly will be after the summer, at a date to be determined.</p>			