

COMMUNITY ASSEMBLY  
SOUTHEAST CAMPUS  
**MINUTES**  
Tuesday, October 7, 2014  
3:00 p.m. – 4:00 p.m.  
Royal Oak Campus, Room B251

**Attendees:**

N. Baron	A. Caponi	K. Hugelier	S. Reif
B. Bash	C. Carbone	J. Jensen	S. Rice
C. Benson	D. Ceci	E. Konja	C. Sanford-Brown
C. Boylston	K. Davis	N. Mirza-Atkinson	S. Sault
J. Brown-Williams	H. Fink	D. Niemer	M. Shirlee
D. Burgess	C. Hufnagel	L. Przymusinski	

**Minutes Submitted by:** Marie Thomas

Agenda Item	Principal	Discussion Summary	Actions / Outcomes
<b>OLD BUSINESS</b>			
<b>1. Approval of Minutes –</b> June 3, 2014 Meeting	All		Approved.  Minutes are available on InfoMart/ Committee & Minutes/Community Assemblies/Royal Oak/Southfield.

<b>NEW BUSINESS</b>			
<b>2. Welcome</b>  • Community Day	S. Reif  S. Reif	Janet Roberts is coordinating this event, which will take place on each campus Saturday, March 28 <sup>th</sup> to celebrate the 50 <sup>th</sup> Anniversary of OCC. Approximately 20 or more workshops, which can be an avocation, activity of a non-academic or academic in nature, will be planned for residents to select. A committee will be established to schedule rooms and determine the validity of each proposal. A small budget will be available. Proposals must be turned into the President's Office by November 15 <sup>th</sup> ; feedback will be provided by December 1 <sup>st</sup> .	Information only.

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<ul style="list-style-type: none"> <li>Deans of Campus Affairs Search</li> </ul>	S. Reif	<p>The Committee consisted of K. Hugelier, who served as the Chair, C. Bolyston, A. Frank, J. Jensen, V. Lamb and M. Thomas. They were responsible for screening the applicants and interviewing them to determine who would move to the final interview with S. Reif and T. Hendricks; their recommendations will be forwarded to Human Resources.</p> <p>Auburn Hills is also searching for a Dean. In the event one candidate is selected by two campuses, the candidate will be given the choice of which campus he/she would like to be assigned.</p>	Placement is planned for the end of October.
<ul style="list-style-type: none"> <li>Campus Concerns – RO</li> </ul>	S. Reif	<p>Health issues have been raised by employees at the campus. This concern has been shared with M. Schmidt. The air quality was tested and has not demonstrated a high level of contaminants of one type or another. Other concerns include the vents being covered by soot.</p> <p>The porcelain panels on the exterior portion of the building are corroded and need replaced. K. Hugelier commented that no work is scheduled for 2014-2015 and 2016-2017.</p>	<p>Employees have asked that the air ducts be cleaned by an outside company.</p> <p>K. Hugelier to send an email to R. Kolcz asking him to explore the possibility of cleaning the air ducts particularly since there appears to be a high incidence of various types of cancer.</p> <p>S. Reif asked employees to email their concerns to K. Hugelier so she can include them in her email. She will also copy M. Schmidt asking him for the time frame of the on-going test.</p> <p>S. Reif to discuss this matter with M. Schmidt.</p>

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<ul style="list-style-type: none"> <li>Active Shooter</li> </ul>	S. Reif C. Boylston D. Ceci	Procedures are posted on the College's web site.  Recommend barricading a classroom door with as many heavy objects as possible (i.e. tables, chairs) since there are no locks on the doors.  No plan to use a public announcement system; activate the emergency notification system on personal cell phones.  D. Ceci is presenting safety procedures at each campus.	Information only.
<ul style="list-style-type: none"> <li>Public Safety Tasers</li> </ul>	S. Reif C. Boylston D. Ceci	D. Ceci is working on developing a policy to replace pepper spray with tasers, which are less lethal, directed and more person-specific, and used primarily in active aggression situations.	Training on the use of tasers will be provided for officers only when D. Ceci receives approval of the policy and certification.  Implementation of the tasers is planned for the beginning of January, 2015.
<ul style="list-style-type: none"> <li>Enrollment</li> </ul>	S. Reif	Currently down 10% and will most likely drop because employment is up.	Information only.
<ul style="list-style-type: none"> <li>Signage</li> </ul>	S. Reif	Concerns have been received about too many signs from Student Life being posted throughout the campuses.  The electronic billboards at RO need updated.	K. Hugelier to prepare a memo for S. Reif to email to S. Jackson  K. Hugelier will handle and add information as soon as it is received.
<ul style="list-style-type: none"> <li>Maintenance</li> </ul>	S. Reif	Concerns were expressed about the overall cleanliness of the RO Campus.	D. Burgess asked that concerns be submitted by email to him or completing a work order using School Dude.  Please do not call the number posted in the bathrooms for other

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			<p>maintenance issues since the College is charged for every call.</p>
<ul style="list-style-type: none"> <li>• TLTC</li> </ul>	S. Reif	<p>This room is being eliminated as a functional area; the copy machine will be maintained by the Faculty Secretaries.</p>	Information only.
<ul style="list-style-type: none"> <li>• Travel Requests</li> </ul>	S. Reif	<p>There is an academic and non-academic budget and emphasis is being placed on state rather than national meetings. Approval is more likely to be granted for requests tied to the EMP. Requests for non-academic –related travel are due October 14<sup>th</sup>. Decisions on travel applications will be made by mid-November.</p>	Information only.
<ul style="list-style-type: none"> <li>• Student Success/Completion Meetings</li> </ul>	S. Reif	<p>These meetings will be conducted by the President, Deans and the Chancellor and focus on how support and instructional services will be able to impact student success.</p> <p>There will be two meetings at RO and SF as follows:</p> <p>November 10<sup>th</sup> from 2:00 p.m. to 3:30 p.m. and November 14<sup>th</sup> from 10:00 a.m. to 11:30 a.m. at RO.</p> <p>November 18<sup>th</sup> from 2:00p.m. to 3:30 p.m. and November 20<sup>th</sup> from 2:00 p.m. to 3:30 p.m. at SF.</p> <p>An email will be sent out shortly and contain the room assignments.</p>	Information only.

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		Classified, Maintenance, Public Safety Officers, Operating Engineers and Faculty will be invited.	
<b>3. Facilities:</b> <ul style="list-style-type: none"> <li>• Re-striping of the North Parking Lot</li> </ul>	K. Hugelier	On the “short list” for 2014; no date has been scheduled.	Information only.
<b>4. Student Life</b>	S. Jackson		Current events will be announced at the next Community Assembly.
<b>5. Student Ambassadors</b>	S. Jackson	<p>C. Sanford-Brown spoke on behalf of S. Jackson.</p> <p>The Student Ambassadors will be working at the Welcome Desk at both campuses (according to their availability). A team building activity will be held Friday, October 17<sup>th</sup> for college-wide student ambassadors at AH. This is the 3<sup>rd</sup> group of student ambassadors. They are enthusiastic and actively involved in activities and assisting in different areas on the campuses.</p> <p>If you would like to use a student ambassador to assist with a future activity/event, contact Stacey Jackson until a Campus Dean is hired and resumes responsibility for this</p>	Information only.

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		<p>group. The students sign in and out and the logs are maintained by the Faculty Secretaries Office.</p>	
<p><b>6. Comments/Discussions</b></p>			
<ul style="list-style-type: none"> <li>• Student Life and Literacy Program</li> </ul>	<p>Kim Davis</p>		<p>Information only.</p>
<ul style="list-style-type: none"> <li>• Author Tavis Smiley</li> </ul>	<p>S. Reif</p>	<p>The authors of the books used in English 1060 and 1055 will be guest speakers at the AH and RO campuses. Steve Luxenberg, author of "Annie's Ghosts" will be at the AH campus on Monday, October 20<sup>th</sup> from Noon to 2:00 p.m. Twesigye Jackson Kaguri, author of "A School for My Village" will be at the Royal Oak Theatre on Monday, October 27 from 3:00 p.m. to 4:30 p.m. A cookie reception and book signing will be held from 4:30 p.m. to 6:00 p.m.</p> <p>Tavis Smiley, national talk show host/commentator will speak on Friday, October 10<sup>th</sup> at 7:00 p.m. in the Southfield Civic Center Pavillion about his new book, "Death of a King," which chronicles the life of Dr. Martin Luther King, Jr. during his final year.</p> <p>The event is free and open to the public. Reserved seating is available with the purchase of his book from Book Beat and including a book signing.</p>	<p>Information only.</p>

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<ul style="list-style-type: none"> <li>• State of the Black Child Conference</li> </ul>	C. Sanford-Brown	<p>Go to Book Beat, 26010 Greenfield Road, Oak Park, or call 248-968-1190 or visit <b>thebookbeat.com</b> for more information.</p> <p>The City of Detroit is hosting this event on Saturday, October 11<sup>th</sup> at the Detroit Marriott. It is open to the public and free, with the exception of the pre-conference seminars. The Master of Ceremony is Roland Martin, who is an Author, Syndicated Columnist, Host and Managing Editor of TV One's NewsOne Now.</p>	Information only.
<ul style="list-style-type: none"> <li>• Prescription Drug Abuse</li> </ul>	L. Przymusinski	<p>A presentation on prescription drug abuse will be held October 28<sup>th</sup> from 6:30 p.m. to 8:30 p.m. at the Lila Jones-Johnson Theatre. Bob Stutman, the former head of the New York DEA Office will be the speaker.</p>	Information only.
<ul style="list-style-type: none"> <li>• IT &amp; Security</li> </ul>	E. Konja	<p>October is Cyber Awareness Security Month. For more details, please see the flyers posted around the campuses.</p> <p>A reminder that IT will never ask you for an email address or password.</p>	<p>Information only.</p> <p>Please report any incidents immediately to IT.</p>
<ul style="list-style-type: none"> <li>• Use of OCC Email</li> </ul>	J. Brown-Williams	<p>It was agreed at the Administrative Leadership Meeting on September 24<sup>th</sup> that faculty, staff and students should be</p>	<p>An announcement is expected shortly.</p>

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		communicating via their OCC email only.	
<b>ADJOURNMENT:</b> 4:10 p.m.			
<b>NEXT COMMUNITY ASSEMBLY:</b> Tuesday, November 4, 2014 Southfield Campus, Room B201 3:00 p.m. to 4:00 p.m.			