Henry Ford College Operations Council
Minutes – draft-
December 15, 2015
Ghafari Conference Room


I. Call to Order
Meeting called to order at 1:35 p.m.

II. Approval of Agenda
David Cunningham moved to approve the agenda. Paul Fisher seconded.

III. Approval of Past Minutes
Ron moved to approve the past minutes. Tim Seguin seconded. Motion passed unanimously. No abstentions. No nay votes.

IV. Announcements
Super Saturday: Holly announced that January 9, 2016, the Welcome Center would be open to service students from 9 a.m. to 1 p.m. The Super Saturday hours are a way to assist students with last minute questions and concerns prior to the start of the Winter 2016 semester.

V. Public Comment
None.

VI. New Business
Fairlane Mall Shooting Response. On November 9, 2015, an incident occurred at Fairlane Mall where it was reported that shots had been fired. This information had been shared by the Dearborn Police Department with both the University of Michigan-Dearborn as well as with Henry Ford College. Henry Ford College’s Office of Campus Safety sent out messages to students and staff to take cover/stay put as well as sending notifications that evening classes had been canceled.

Paul Fisher raised concerns that the messages sent to both students and staff alike were unclear. He worried that the contradicting messages could have potentially placed students in danger. He also was concerned that the mass exodus of students, due to class cancelation, gave the potential shooter ample opportunity in which to hide.
His concerns focused on establishing a policy for dealing with situations such as this as well as being proactive rather than reactive to these types of crises.

Karen Schoen, Director of Campus Safety, addressed these concerns and gave some insight into the incidents leading up to the messages being sent campus wide. Generally a timely warning is required when incidents occur within a certain number of feet of a college campus (Clery Act). Due to the new UMD Housing facility being so near Fairlane Mall, UMD was required to notify students and staff of the incident. HFC being right next door, also felt it important to notify all students and staff as well.

Ms. Schoen stated that while the messages being sent may have resulted in confusion, steps are currently being taken to rectify this. She indicated that as a result of this incident, HFC and UMD are working together to develop similar templates for messages for timely warning incidents. Both schools plan to coordinate efforts with the Dearborn Police force to strengthen reporting and clarity of messages.

VII. Old Business

a. **College Website Navigation for Students** – Status Update
   The Admissions Button has been made active and Recruiter is scheduled to go live at the end of March.

b. **Smoking Policy Subcommittee Update**
   Smoking survey has been sent out to both students, staff, and faculty. Data should be made available for next scheduled meeting.

c. **Universal Reflection/Meditation Space location and proposal to Coordinating Council**
   David Cunningham distributed the results of a survey he conducted of MCCBOA schools that have Reflection/Prayer Spaces available (see attachment). He also distributed Article I, Section 4 of the Declaration of Rights of the state of Michigan’s Constitution citing freedom of worship and religious beliefs; appropriations (also see attached). It was pointed out that no funds drawn from the state treasury could be used to benefit religious groups or sects.

   It was mentioned that the previously discussed Vending Area in the ASCC was not deemed feasible. As a result, it was recommended that the old Student Council Office (recently vacated) would be the interim location of the non-denominational space. Members of the Council requested that the space be supervised and be available to students during the same hours that the Student Activities area would be open. Hours of access should be
posted outside of the new Universal Reflection/Meditation Space. The room would be accessible via electronic card reader.

Holly volunteered to draft the recommendation and would forward it to the entire Operations Council for their thoughts prior to forwarding to the Coordinating Council.

VIII. Next Meeting—1:30 p.m., January 19, 2016, in the Ghafari Conference Room.

IX. Adjournment
Meeting was adjourned at 2:30 p.m.

Minutes respectfully submitted by Elizabeth Preston.