



**BOARD OF TRUSTEES
REGULAR MEETING
MAY 16, 2005
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304**

1. GENERAL FUNCTIONS

1.1 Call to Order and Welcome

The meeting was called to order at 7:00 p.m. by Chairperson Wangler who welcomed all guests and staff members.

1.2 Attendance

Present

John Wangler, Chairperson
Anne Scott, Vice Chairperson
Phillip Abraham, Secretary
Pamala Davis, Trustee
Janice Simmons, Trustee

Absent

Thomas Kuhn, Trustee
Sandra Ritter, Trustee

1.3 Public Comments/Petitions

None

1.4 Student Presentation

Music Program students, Chloe Canon and Virginia Pepper commented on OCC's music program, mentioning the small class size and individualized attention, and affordable cost as advantages of attending Oakland Community College. Their wish list for the program include: a computer lab for music students, new practice pianos, soundproofing the practice room, and a new piano for the Smith Theater.

1.5 Review of Minutes

1.5.1 Review of Minutes 4/18/2005 Regular Board Meeting

The Minutes of the 4/18/2005 were approved as submitted.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Spangler noted the following:

- Trustees Wangler, Scott, and Abraham along with 300 guests attended OCC's 40th Anniversary celebration on May 5 where \$65,000 was raised for student scholarships.
- The College hosted a table at the April 20 Birmingham/Bloomfield Chamber Government Forecast Luncheon.
- OCC signed an Information Assurance Partnership agreement with the University of Detroit and Henry Ford Community College on April 29. OCC student Katie Kuchlbauer received a \$10,000 scholarship to the University of Detroit Mercy through the partnership.
- The Oakland County Economic Outlook Luncheon was a tremendous success. Trustees Wangler and Simmons attended the April 28 event.
- OCC administrators met with EMU's Dean of the College of Business to celebrate the signing of articulation agreements in international commerce. EMU will make six \$40,000 scholarships available to transferring F1 students.
- The chancellor along with several OCC staff attended the Detroit Economic Club Luncheon featuring Governor Jennifer Granholm on May 2.
- The chancellor and Trustee Anne Scott attended the Michigan Community College Association's Board of Directors meeting at Lake Michigan Community College, April 22, 23.
- OCC Women's Softball Team qualified to participate in the national NJCAA Tournament in Fort Dodge, Iowa, May 18-21.
- The Charter Township of Waterford recognized the Highland Lakes Campus for 40 years of service to Waterford Township at the 11th Annual Waterford Business Recognition Breakfast.
- Two hundred thirty nursing program graduates participated in the program's pinning ceremony at Troy Athens High School May 15.
- The Womencenter's national women's art competition, *From Our Perspective*, features the art work of 53 women chosen from 140 entries. The exhibit runs through June 3.
- The Culinary Studies Institute hosted the Great Lakes/Great Wine event at the Orchard Ridge Campus May 11 where several local restaurants and regional wine producers participated. Proceeds will benefit the Culinary Institute's scholarship fund.
- The Southfield Campus hosted a workshop session and partnered with a number of community organizations on Healthy Babies: Everyone's Responsibility.
- The Board will enter a closed session to discuss the chancellor's performance evaluation.
- Vice Chancellor George Keith along with President Sharon Blackman will present at overview of the Institutional Dashboard.
- Vice Chancellor Clarence Brantley will introduce one new staff member.
- The Auburn Hills Campus hosted the Police Reservist and Fire Academy Graduation Ceremony.
- A copy of the District Office deed restrictions were provided to the board.
- Action Item 6.1, Wireless Oakland Initiative, was removed from the agenda pending a more generic statement of support.
- President Gordon May announced that Dean Nadia Boulos will be honored by the nursing department with a memorial brick paver to be installed at the Sigma Theta Tau International Center of Nursing in Indianapolis, Indiana.

2.2 Staff Reports

Vice Chancellor George Keith along with Campus President Sharon Blackman presented a report on the Institutional Dashboard, a quick way to look at the status of an organization. Plans are to use this to support planning efforts, to support decisions about resource allocation and to assess progress on OCC Goals and Purposes.

2.3 Introduction of New Staff

Vice Chancellor Clarence Brantley introduced Joyce Carter, Administrative Services Administrative Assistant.

3. COLLEGE RESOURCES

3.1 Personnel Recommendations

Trustee Janice Simmons MOVED and Secretary Abraham seconded approval of the Personnel Recommendations

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: the recommendation for sabbatical leave, Fall 2005 – Winter 2006, for Carolyn Carty (OR), English faculty; the administrative staff – exempt appointment of Jacqueline Shadko, Campus President, Orchard Ridge Campus; the administrative staff – non exempt reclassification of Mary Ann Sheble, to Academic and Student Services Dean of Libraries, from Director of Library Systems; the management staff – non exempt promotion/transfer of Heidi Renton (AH) Bookstore Manager; the classified recommendation for unpaid leave of absence for Charissa Smith (AH), Student Services Specialist; the classified – part time appointment of Belynda Thomas (RO), Individualized Instruction Center Paraprofessional; the reclassification/transfer of Cathryn Burrill (HL), Nursing Secretary and Deborah French (AH), Business Office Specialist; the retirement of Marianne Adam (RO), English Teaching Faculty, the retirement of Maureen Carney (AH), English Teaching Faculty, the retirement of Vicki Covert (HL), Business Office Specialist, the retirement of Barbara Middleton (AH), English Secretary, the retirement of Stephanie Reardon (HL), Assistant Buyer, the retirement of Thomas Rollo (SF), Media Services Technician, the retirement of Joyce Sachs (AH), Counselor, the resignation of Anya Sanko (AH), Emergency Medical Training Paraprofessional, the retirement of Betty Weaver (HL), Administrative Specialist, the Retirement of William Wright (RO), Group Leader, Custodian and Groundskeeper.

3.2 Business and Finance

3.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

3.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

3.2.3 2005-06 General Fund Budget

Trustee Janice Simmons MOVED and Vice Chairperson Anne Scott seconded that the Board of Trustees adopt the 2005-2006 General Fund Budget in the amount of \$143, 242, 562 incorporating tuition rates effective in the fall, 2005 semester of \$55.15 per SCH for in-district students, \$93.35 per SCH for out-of-district students, and \$130.90 per SCH for out-of-state students.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None Motion Carried

3.3 College Facilities

CONSENT AGENDA – MAINTENANCE PROJECTS

Items 3.3.1 – 3.3.2 listed below on the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussions of these items unless a Board member or the chancellor so requests, in which event the item will be removed from the general order of business and voted on separately.

Secretary Phillip Abraham MOVED to approve action items 3.3.1 and 3.3.2 as consent agenda items – maintenance projects. Vice Chairperson Anne Scott seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None Motion Carried

3.3.1 College-Wide Deferred Maintenance Project
Concrete Sidewalk and Stair Replacement – Campus Wide
Auburn Hills Campus
OCC Project No. PF-AH05-010

The Board of Trustees granted authority to the College’s Construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the following project:

| <u>Project Name</u> | <u>Project Cost</u> |
|---|---------------------|
| Concrete Sidewalk and Stair Replacement – Campus Wide | \$182,400 |

3.3.2 College-Wide Deferred Maintenance Project
Kitchen Hood Fire Suppression System
& Exhaust Ductwork Replacement – Building G
Auburn Hills Campus
OCC Project No. PF-AH05-016

The Board of Trustees granted authority to the College's Construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the following project:

| <u>Project Name</u> | <u>Project Cost</u> |
|--|---------------------|
| Kitchen Hood Fire Suppression System & Exhaust Ductwork Replacement Auburn Hills Campus – Building G | \$75,000 |

END OF CONSENT AGENDA – MAINTENANCE PROJECTS

3.3.3 Progress Report – Construction Projects

The Board of Trustees reviewed the Progress Report – Construction Projects.

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 3.4.1 – 3.4.3 listed below on the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussions of these items unless a Board member or the chancellor so requests, in which event the item will be removed from the general order of business and voted on separately.

Trustee Janice Simmons MOVED to approve items 3.4.1 – 3.4.3 as consent agenda items – contracts and purchases. Vice Chairperson Anne Scott seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None

Motion Carried

3.4 Contracts and Purchases

3.4.1 Affiliation Agreement With the Woodward Hills Nursing Center Healthcare Administration Program Southfield Campus

The Board of Trustees approved the College entering into an agreement with the Woodward Hills Nursing Center of Bloomfield Hills, Michigan 40304, and authorized the Chairperson to execute the agreement.

3.4.2 Affiliation Agreement With the Department of Veterans Affairs John D. Dingell Medical Center Mental Health/Social Work Program Auburn Hills Campus

The Board of Trustees approved the College entering into an agreement with the John D. Dingell Medical Center of Detroit, Michigan 48201-1932, and authorized the Chairperson to execute the agreement.

3.4.3 Anti-Spam Filtering Service
College-Wide

The Board of Trustees approved a two year contract extension for Broughton International, to provide Anti-Spam Filtering Service effective June 1, 2005, at a cost not to exceed \$36,000.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

Vice Chancellor Clarence Brantley and Campus President Sharon Blackman noted that per the Board's request, companies have been contacted to determine their bidding process and state representatives have been asked for their guidelines on the bidding process.

Trustee Janice Simmons MOVED to approve items 3.4.4, 3.4.5, and 3.4.6 with one motion. Trustee Abraham seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None Motion Carried

3.4.4 Contract with McNaughton McKay Electrical Co.
Workforce Development Services

The Board of Trustees approved a contract with McNaughton McKay Electrical Company at a cost not to exceed \$35,000 for training delivered through February 28, 2006.

3.4.5 Contract with New Dimension
Workforce Development Services

The Board of Trustees approved a contract with New Dimension at a cost not to exceed \$40,000 for Unigraphics training through December 31, 2005.

3.4.6 Contract with RWD Technologies
Workforce Development Services

The Board of Trustees approved a contract with RWD Technologies at a cost not to exceed \$60,000 for training delivered through December 30, 2005.

4. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

College Academic Senate Chair, Gerry Faye, announced the following new officers were elected at a recent Academic Senate meeting:

Mary Ann McGee, Chairperson
Michael Vollbach, Vice Chairperson

Karen Robinson, Secretary

4.2 Student Reports

None

4.3 Academic Initiatives

None

5. OLD BUSINESS

5.1 Executive Employment Agreement

Trustee Janice Simmons MOVED and Trustee Phillip Abraham seconded the motion to authorize the Chancellor to execute Executive Agreements, effective July 1, 2005 – June 30, 2007, for the following seven College Officers:

Sharon L. Blackman, Campus President
Clarence E. Brantley, Vice Chancellor, Administrative Services
Andrew R. Hillberry, Chief Information Officer
George F. Keith, Vice Chancellor, Academic Affairs
Gordon F. May, Campus President
Catherine J. Rush, Chief Human Resources Officer
Martha R. Smydra, Campus President

AYES: Wangler, Scott, Abraham, Simmons

NAYS: Davis

Motion Carried

5.2 Report on Sarbanes Oxley

Secretary Abraham MOVED to approve the following recommendations made by the Audit Subcommittee. Vice Chairperson Anne Scott seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None

Motion Carried

September 10, 2004
REVISED May 4, 2005

Sub Committee Report regarding the implementation of an Audit Committee for Oakland Community

The committee of Pam Davis, Ann Scott and Phil Abraham reviewed excerpts from the Sarbanes-Oxley Act of 2002, advisory from ACCT on this issue and an advisory report on Sarbanes-Oxley Act from NACUBO. The sub committee offers the following recommendations for the Role and Authorities for the Audit Committee.

The Audit Committee shall be formed and shall have seven (7) members, which shall consist of three (3) Board of Trustees members and four (4) members of the community who reside or work in Oakland County. The Board of Trustees that are on the Audit Committee shall serve on a rotating basis with all Board of Trustees when the term of service on the committee is completed.

The three (3) Board of Trustees members positions shall be initially filled with one (1) first Board of Trustee serving a term of one (1) year, the second Board of Trustee shall serve a term of two (2) years and the third Board of Trustee shall serve for a term of three (3) years. When the terms are completed as listed above, then the Board of Trustees committee members terms shall be for two (2) years.

The four (4) members of the community shall be filled with citizens who reside or work in Oakland County that have filled out the committee application form. Two (2) members having an initial term of one (1) year and the other two (2) members with two (2) year terms. After that all terms shall be appointed for two (2) years. All vacancies of the community members shall be filled with applicants who have completed the application for said committee and they shall finish the term of the person for which they are filling that vacancy.

The members of the audit committee shall be filled in accordance with the bylaws and procedures of the college.

ACCT and NACUBO recommend:

- The audit committee should exercise direct control over the external advisors.
- Members of the audit committee must be independent, and management should not be voting members of the audit committee.
- The audit committee should have a charter that includes the role and authority language.
- At least one financial expert should be included on the audit committee.

The sub committee giving this report agrees with these recommendations of ACCT and NACUBO and these recommendations should be used by the audit committee for OCC.

The members of the audit committee shall be filled in accordance with the bylaws and procedures of the college.

- The audit committee shall have a board-approved charter that includes the role and authority language.
- Members of the audit committee must be independent, and management shall not be voting members of the audit committee.
- At least one independent financial expert shall be included on the audit committee.
- The audit committee shall meet twice a year beginning with the audit in 2005-2006.
- The audit committee shall recommend audit policies and procedures to the Board of Trustees for its review and consideration including the following:
 - a) The appointment, compensation, and oversight of the work of any registered public accounting firm employed by the college.
 - b) Establishment of procedures for:
 1. The receipt, retention and treatment of complaints received by the college regarding accounting, internal controls and auditing matters.

2. The confidential, anonymous submission by employees regarding questionable accounting or auditing matters.
- c) The appointment, compensation, and oversight of independent counsel or other advisors as deemed necessary to carry out the Board's audit duties.

The audit committee must meet with the auditing firm selected by the Board of Trustees before audit has commenced and after the audit is completed. The meeting after the audit is complete shall be in a closed door meeting as allowed by the acting state law with the auditing firm and the audit committee.

After the audit committee shall review the audit with the auditors, then the audit shall be dispersed to the Board of Trustees for review and any action.

The administration shall give, in a timely fashion, information that is requested by the audit committee.

The audit committee must meet with the auditing firm selected by the Board of Trustees before audit has commenced and after the audit is completed. The meeting after the audit is complete shall be in a closed door meeting with the auditing firm and the audit committee.

After the auditing committee reviews the audit with the auditors, then the audit shall be dispersed to the Board of Trustees for review and any action.

The audit committee members must have total independence and the committee members must adhere to the board policy on independence .

6. NEW BUSINESS

6.1 Wireless Oakland Initiative

The chancellor removed this item from the agenda pending submission of a more generic statement of support.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Vice Chairperson Anne Scott reported that MCCA President Tom Bernthal resigned and will leave his position at the end of the year.

Vice Chairperson Anne Scott **MOVED** and Trustee Janice Simmons seconded the motion to hold a Special Meeting at 6:00 p.m. on June 20, 2005 just prior to the Regular Board meeting, to present and discuss the comparative implications of the five community college funding formula proposals.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None

Motion Carried

7.2 Labor Organizations and Associations

None

Secretary Abraham MOVED to enter into closed session for the purpose of discussing the chancellor's evaluation.

A roll call vote was taken.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None Motion Carried

The Board of Trustees entered into closed session at 8:30 p.m.

Chairperson Wangler adjourned the closed session at 9:15 p.m. and entered into open session

Secretary Phillip Abraham MOVED to approve a 3.1% salary increase for Chancellor Mary Spangler. Vice Chairperson Anne Scott seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Simmons

NAYS: None Motion Carried

8. ADJOURNMENT

Chairperson Wangler adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

John Wangler, Chairperson

Phillip Abraham, Secretary