



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
April 12, 2010  
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 Vice Chairperson Zimmerman who welcomed all staff, guests, and student representative Winona Bynum.

1.2 Attendance

Present

Anna Zimmerman, Vice Chairperson  
Tom Kuhn, Trustee (arrived 7:17 p.m.)  
Sandra Ritter, Trustee  
Anne Scott, Trustee  
Thomas Sullivan, Trustee

Absent

Shirley Bryant, Chairperson  
Pamala Davis, Secretary

1.3 Approval of Agenda

Trustee Scott MOVED to approve the agenda, and Trustee Sullivan seconded.

AYES: Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Georgia Dixon addressed the Board regarding her spring registration.

1.5 Student Presentation

Dr. Gordon May, President of Highland Lakes campus, introduced Sign Language faculty member Kelly Flores. Ms. Flores thanked the Board for approving last fall's purchase of the Sony Virtuoso Language Instructional System. This system has doubled students' practice time in learning sign language and interpretation. Ms. Flores introduced two of her students,

Toni Ufolla and Mark Halley. Mr. Halley and Ms. Ufolla took turns orating what the OCC Sign Language program means to them while the other student would sign what was being said.

## 1.6 Approval of Minutes

### 1.6.1 Approval of March 15, 2010 Special Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the March 15, 2010 Special Board Meeting. Trustee Sullivan seconded.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

### 1.6.2 Approval of March 15, 2010 Regular Board Meeting Minutes

For purposes of discussion, Trustee Scott MOVED to accept the minutes of the March 15, 2010 Regular Board Meeting. Trustee Ritter seconded.

Trustee Scott requested that under 7.1 Board Member Reports and Comments where it states that Trustee Ritter distributed the AACC 2010 Fact Sheet to the Board that it also include that Trustee Scott distributed a packet to Board members from her Washington, D.C. trip.

Vice Chair Zimmerman asked for a vote to approve the minutes with the addition provided by Trustee Scott.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

#### Millage Report

Dr. Meyer provided an update on the millage to the Board. Following Mrs. Kozell's departure, Pam Dorris was assigned lead coordinator for the millage. She will be working with Vice Chancellor Brantley and Dr. Meyer. We are in the process of developing a millage awareness presentation that Board members will be able to present to organized groups. The presentation should be completed within the next week or two.

### 2.2 Staff Reports

Deferred for Presentation of the 2010-2011 General Fund Budget

2.3 Introduction of New Staff

None

**3. ACADEMIC AND STUDENT AFFAIRS**

3.1 Academic Senate Reports

None

3.2 Student Reports

Dr. Steve Reif, President of the Royal Oak/Southfield campuses, introduced Winona Bynum, our Student Representative from the RO/SF campus for the month of April.

Ms. Bynum updated the Board on a variety of student activities at the campuses.

3.3 Academic Initiatives

Deferred for Presentation of the 2010-2011 General Fund Budget

**4. COLLEGE RESOURCES**

4.1 Personnel Recommendations

Trustee Scott **MOVED** to approve the Personnel Recommendations. Trustee Sullivan seconded.

Trustee Ritter raised her concern about creating additional administrative positions due to our economic climate. She also suggested distributing the duties of the Acting Chief Strategic Development Officer to various individuals. Trustee Ritter feels we need to tighten up in these employment areas in light of the upcoming millage renewal.

Vice Chair Zimmerman inquired about the Acting Chief Strategic Development Officer position. Dr. Meyer responded that the position is coming in at a lower level and there should be an approximate cost savings of \$30,000 in salary and benefits.

Trustee Scott asked for clarification regarding whether certain positions on the Personnel Recommendations are full-time or part-time and if they are new positions.

**AYES:** Kuhn, Scott, Sullivan, Zimmerman

**NAYS:** Ritter

Motion Carried

## 4.2 Business and Finance

### 4.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

### 4.2.2 General Fund Budget Status Report

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

### 4.2.3 Public Hearing – Presentation of the 2010-2011 General Fund Budget

Clarence Brantley, Vice Chancellor of Administrative Services, presented the proposed 2010-2011 General Fund Budget to the Board, and addressed questions from the Board regarding same.

Trustee Sullivan requested that Mr. Brantley provide a spreadsheet outlining exactly what our investments are prior to the May Board meeting.

## 4.3 College Facilities

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

## 4.4 Contracts and Purchases

### **CONSENT AGENDA – CONTRACTS AND PURCHASES**

Trustee Scott asked that item 4.4.13 be removed from the Consent Agenda for separate discussion. Trustee Sullivan asked that items 4.4.2 through 4.4.8 be removed from the Consent Agenda for separate discussion.

Items 4.4.1, 4.4.9 through 4.4.12, 4.4.14 through 4.4.18 listed below on the Consent Agenda were enacted by one motion.

Trustee Kuhn MOVED to approve items 4.4.1, 4.4.9 through 4.4.12, 4.4.14 through 4.4.18 on the Consent Agenda – Contracts and Purchases. Trustee Sullivan seconded.

Trustee Ritter questioned what it means on some of the pulled items when it says \$1300/day, just how many days are we referring to? Sharon Miller, Dean of Economic and Workforce Development Services, responded that unfortunately there is just no way to predict the number of days until the actual training arises and we need to be prepared.

AYES: Kuhn, Scott, Sullivan, Zimmerman

NAYS: Ritter

Motion Carried

4.4.1 Auto Lab Floor Covering  
Auburn Hills Campus

The Board of Trustees approved the use of K & M for the resurfacing of the Auto Lab floor at a cost not to exceed \$28,344.

4.4.9 Contract with DASI Solutions  
Economic and Workforce Development

The Board of Trustees approved the use of DASI Solutions for training and facilitation services at a cost not to exceed \$1,200/day through June 30, 2011.

4.4.10 Contract with EdEn, Inc.  
Economic and Workforce Development

The Board of Trustees approved the use of EdEn, Inc. for training and facilitation services at a cost not to exceed \$600/day through June 30, 2011.

4.4.11 Contract with Human Performance Technologies, Inc.  
Economic and Workforce Development

The Board of Trustees approved the use of Human Performance Technologies, Inc. for training and facilitation services at a cost not to exceed \$800/day through June 30, 2011.

4.4.12 Contract with Integral Consulting Inc.  
Economic and Workforce Development

The Board of Trustees approved the use of Integral Consulting Inc. for training and facilitation services at a cost not to exceed \$795/day through June 30, 2011.

4.4.14 Contract with Protech Professional Technical Services  
Economic and Workforce Development

The Board of Trustees approved the use of Protech Professional Technical Services for training and facilitation services at a cost not to exceed \$1,500/day through June 30, 2011.

4.4.15 Contract with Sensei Change Associates, LLC  
Economic and Workforce Development

The Board of Trustees approved the use of Sensei Change Associates, LLC for training services at a cost not to exceed \$170,000 for training delivered through June 30, 2011.

4.4.16 Contract with Technographics, Inc.  
Economic and Workforce Development

The Board of Trustees approved the use of Technographics, Inc. for training and facilitation services at a cost not to exceed \$1,350/day through June 30, 2011.

4.4.17 Affiliation Agreement with Novi Doctors of Physical Therapy  
Exercise Science and Technology Program  
Highland Lakes Campus

The Board of Trustees approved the College to enter into an agreement with Novi Doctors of Physical Therapy, 25875 Novi Road, Suite 160, Novi, MI 48375, and authorized the Chairperson to execute the agreement.

4.4.18 Affiliation Agreement with Tominello Chiropractic  
Exercise Science and Technology Program  
Highland Lakes Campus

The Board of Trustees approved the College to enter into an agreement with Tominello Chiropractic, 1821 N. Campbell Road, Royal Oak, MI 48073, and authorized the Chairperson to execute the agreement.

**END OF CONSENT AGENDA – CONTRACTS AND PURCHASES**

Trustee Sullivan inquired about the RFP process. Mr. Brantley advised that this process is done well before the current contract expires. Trustee Sullivan asked if it would be worth doing another RFP instead of opting to renew for one of the 12-month periods. Gheretta Harris, Director of Purchasing, responded that several RFPs are being requested for some of these agenda items. If more competitive bids are received in a timely manner prior to the contract expiration, the item will be brought back before the Board.

Both Trustees Ritter and Sullivan commented that it would extremely helpful to the Board if additional information was provided prior to the meeting.

Trustee Sullivan MOVED to approve items 4.4.2 through 4.4.8. Trustee Scott seconded.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

4.4.2 Desktop Computer Equipment  
College-Wide

The Board of Trustees approved the use of Dell Computer Corporation for the purchase of desktop computer equipment and peripherals at a cost not to exceed \$1,245,000 through June 30, 2011.

4.4.3 Printer Equipment and Repair Services  
College-Wide

The Board of Trustees approved the use of Sehi Computer Products to provide printer equipment and repair services at a cost not to exceed \$60,000 for the 2010-2011 fiscal year.

4.4.4 Regulated Waste Management Services  
Environmental Health & Safety  
College-Wide

The Board of Trustees approved the use of US Industrial Technologies to provide regulated waste management services at a cost not to exceed \$35,000 through June 30, 2011.

4.4.5 Servers and Laptops  
College-Wide

The Board of Trustees approved the use of Dell Computer Corporation for the purchase of servers and laptops at a cost not to exceed \$355,770 through June 30, 2011.

4.4.6 Stationery Products  
College-Wide

The Board of Trustees approved the use of Nationwide Envelope to provide stationery letterhead and envelopes at a cost not to exceed \$40,000 through June 30, 2011.

4.4.7 Wiring Installation Services  
College-Wide

The Board of Trustees approved the use of Professional Communications Services (PCS) to provide wiring installation services at a cost not to exceed \$100,000 through June 30, 2011.

4.4.8 Contract with Boundary Systems, LTD  
Economic and Workforce Development

The Board of Trustees approved the use of Boundary Systems, LTD for training and facilitation services at a cost not to exceed \$1,350/day through June 30, 2011.

Regarding item 4.4.13, Trustee Scott inquired why we decided to hire a vendor from Macomb County as opposed to Oakland County when all three bids were for the same amount. Sharon Miller responded that GM, who is our customer, has worked with and requested the Macomb County vendor.

Trustee Scott MOVED to approve item 4.4.13, and Trustee Ritter seconded.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

4.4.13 Contract with M.H. Technologies, LLC  
Economic and Workforce Development

The Board of Trustees approved a contract with M.H. Technologies, LLC at a cost not to exceed \$1200/day for training and facilitation services delivered through June 30, 2011.

**5 UNFINISHED BUSINESS**

None

**6 NEW BUSINESS**

6.1 Resolution Calling for Millage Renewal Election

Trustee Scott MOVED that the Board of Trustees adopt the Resolution Calling for the Millage Renewal Election on August 3, 2010 and authorized the Secretary to execute same. Trustee Ritter seconded.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

6.2 2010-2011 Board of Trustees Regular Meeting and Conference Schedule

Trustee Scott MOVED that the Board of Trustees approve the 2010-2011 Board of Trustees Regular Meeting and Conference Schedule and approve attendance of Board members at the conferences noted, and authorize related travel expenses. Trustee Sullivan seconded.

Trustee Ritter asked that all out-of-state travel be discussed to assist in cost containment.

Vice Chair Zimmerman noted that the Travel Policy will be on May's agenda and this policy should help bring some clarification to the frequency of Board members traveling.



Trustee Kuhn MOVED to amend the motion that out-of-state travel dates listed on the Board of Trustees Regular Meeting and Conference Schedule for 2010-2011 are noted as Tentative.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

The Board then voted on the original motion to approve the 2010-2011 Board of Trustees Regular Meeting and Conference Schedule and approve attendance of Board members at the conferences noted, and authorize related travel expenses.

AYES: Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

### 6.3 Whistleblower Program – Administrative Update

Pursuant to a request from the March Board Meeting following the presentation by the Audit Committee, Dr. Meyer provided an Administrative update on the Whistleblower Program. Dr. Meyer referred the Board to the documents that were distributed.

## 7 COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Ritter acknowledged and congratulated all of the employees who put together the O2O enrollment program.

Trustee Ritter commented that it was exciting to see everyone honored throughout the College at Excellence Day.

Trustee Zimmerman asked for everyone to pray for a speedy recovery for George Mosher, who is currently in the hospital.

### 7.2 Organizations and Associations

None

**8 ADJOURNMENT**

Vice Chairperson Zimmerman adjourned the meeting at 9:30 p.m.

Respectfully submitted,

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Cherie A. Foster

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Date

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Anna Zimmerman, Vice Chairperson

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Thomas Kuhn, Trustee



OAKLAND COMMUNITY COLLEGE®

**ACTION**

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BOARD AGENDA ITEM 4.1  
April 12, 2010

*PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on April 12, 2010

*Margaret Carroll* \_\_\_\_\_

April 13, 2010

**ADMINISTRATIVE – EXEMPT**

**FULL-TIME**

**Interim Appointment**

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<b>2009-2010 Fiscal Year Budget</b>
Miller, Sharon E.	Chancellor's Office Acting Chief Strategic Development Officer (from Dean of Economic & Workforce Development Services, AH)	DO@FH	\$121,011	\$57,480	04/13/10 - 12/31/10	X

**ADMINISTRATIVE – EXEMPT**

**PART-TIME**

**Interim Appointment**

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Monthly Salary</u>	<u>Benefits Cost**</u>	<u>Effective</u>	<b>2009-2010 Fiscal Year Budget</b>
Smydra, Martha R.	Academic and Student Affairs Interim Vice Chancellor (until 7-1-10) Executive in Residence (beginning 7-2-10)	DO	\$5,500 (prorated)	\$3,366	05/08/10 - 12/23/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.50% of annual base salary per the College budget

\*\*Note: The average cost of FICA/MEDI for an employee is 7.65% of annual base salary per the College budget

**CLASSIFIED – FULL-TIME**

**Promotion**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 Fiscal Year <u>Budget</u></b>
Heath, Donna M.	Marketing Communications Specialist (from Communications Specialist – part-time)	DO	\$21.21/hr.	\$20,955	04/19/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.50% of annual base salary per the College budget

## SEPARATIONS

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Effective</u>	<u>Reason for Separation</u>
Alsup, Bonnie I. (12/09/81)	Counseling Secretary	HL	03/31/09	Retirement
Bilyeu, David J. (11/03/08)	Economic & Workforce Development Services Paraprofessional (part-time)	AH- MTEC	03/31/10	Deceased
Cowles, Janette L. (01/05/10)	Maintenance Custodian	HL	03/22/10	Separation
Post, Shirley A. (02/01/88)	Counseling Secretary	OR	03/31/10	Retirement
Wade-Hill Martina L. (09/18/06)	Institutional Research Interviewer (part-time)	AH	03/16/10	Resignation
Weisbaum, Sharyn J. (09/01/94)	ESL Teaching Faculty	RO	03/09/10	Deceased