



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
NOVEMBER 15, 2004
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 V. Scott, Vice Chairperson
Phillip Abraham, Secretary
Pamala Davis, Trustee
Thomas Kuhn, Trustee
Sandra Ritter, Trustee
Janice Simmons, Trustee

1.3 Public Comments/Petitions

1.3.1 Public Hearing: To Establish a Regular Election Date

Chairperson Wangler announced the opening of the Public Hearing and asked the audience for any questions or comments regarding the establishment of a regular election date for the Board of Trustees. Bill Danhof, legal counsel from Miller Canfield, was present to answer questions. The decision elected by the Board will become effective in the year 2006 and thereafter as acted on. The Board will adopt a resolution setting a regular election date immediately subsequent to the public hearing.

1.3.2 Resolution Setting Regular Election Date

The College needs to approve when the regular election for the office of trustees will be held in order to comply with the legislative requirements of the Consolidated Election Law of 2003.

Trustee Janice Simmons MOVED the resolution setting the regular election date for trustees of the Oakland Community College Board of Trustees as the odd-year May regular election date. Chairperson John Wangler seconded the motion.

The resolution is as follows:

Oakland Community College
State of Michigan
RESOLUTION SETTING REGULAR
ELECTION DATE

Minutes of a Regular meeting of the Board of Trustees of Oakland Community College, State of Michigan (the "College") held at 7:00 p.m. prevailing Eastern Time, on the 15th day of November 2004, at the George A. Bee Administration Center, located at 2480 Opdyke Road, Bloomfield Hills, Michigan.

The following preamble and resolution were offered by Trustee Simmons and supported by Trustee Wangler:

WHEREAS, the College currently holds its regular election for the office of trustee of the Board of Trustees of the College (the "College") biennially on the June regular school election date in even years; and

WHEREAS, pursuant to ACT 116, Public Acts of Michigan, 1954, as amended (the "Michigan Election Law"), the June regular school election date has been abolished in the State of Michigan beginning January 1, 2005, and thereafter; and

WHEREAS, pursuant to Section 642(8) of Michigan Election Law, the College is required to hold its regular biennial election for the office of trustee of the College at the odd-year November general election; and

WHEREAS, pursuant to Section 642(9) of Michigan Election Law, the College may choose to hold its regular biennial election on an alternate date as further provided in the Michigan Election Law; and

WHEREAS, the College has determined that it is necessary and desirable to hold the College's regular election for the office of trustee of the College on the odd year May election date; and

WHEREAS, pursuant to Section 642(9) of Michigan Election Law, the College has held a public hearing on this matter on November 15, 2004, with notice given in a manner designed to reach the largest number of the jurisdiction's qualified electors in a timely fashion.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The College's regular election for the office of trustee in the year 2006 and thereafter shall be held at the odd year May election date.
2. The Secretary of the Board is directed to file a certified copy of this Resolution with the Secretary of State of the State of Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of the Resolution be and the same hereby are rescinded.

AYES: Wangler, Scott, Abraham, Davis, Kuhn, Ritter, Simmons

NAYS: None Motion Carried

RESOLUTION DECLARED ADOPTED.

Phillip J. Abraham
Secretary, Board of Trustees
Oakland Community College

I hereby certify that the foregoing is a true and complete copy of the minutes of a Regular meeting of the Board of Trustees (the "Board") of Oakland Community College, State of Michigan, held on November 15, 2004, insofar as the same relates to the public hearing and the adoption of the resolution by the Board described therein, the copy of which resolution included in said minutes being a true, correct and complete copy of the same, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Phillip J. Abraham
Secretary, Board of Trustees
Oakland Community College

The Bylaws of the Board of Trustees will be updated to reflect the approved change. Current trustees will have their terms extended by one year. The next board election will, therefore, take place in May, 2007.

1.4 Student Presentation

Professor Syed Ahsan of the Auburn Hills Campus Applied and Engineering Technologies Department introduced Heather Anderson and John Boston who provided an overview of OCC's architecture program.

1.5 Review of Minutes

1.5.1 The minutes of the October 18, 2004, Special Board meeting were approved as submitted.

1.5.2 The minutes of the October 18, 2004, Regular Board meeting were approved with the following clarification: the Executive Contract Subcommittee has the authority to obtain legal counsel if the committee deems it appropriate.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Spangler reported the following:

- College employees pledged \$39,264 to this year's United Way Campaign.
- On October 19, the Orchard Ridge Campus hosted the CMU-OCC Griffin Policy Forum facilitated by Tim Skubik. Six notable panelists debated state and national politics.
- The Chancellor along with several faculty and staff attended the Womencenter's annual fundraiser on October 21.
- On October 27, the Administrative/Management staff attended a retreat which focused on Appreciative Inquiry. Sharon Blackman, Pamela Dorris, Lane Glenn, Imogene Bailey, and Mary Ann McGee facilitated the activities.
- The Chancellor hosted a group of faculty and staff at the Detroit Economic Club on November 8 to hear a presentation by Oakland University President Gary Russi on the health of the 15 Michigan universities.
- Twenty faculty, staff, administrators, and managers participated in *International Studies in the Community College*, a PDTC-sponsored video conference held at the Auburn Hills Campus on November 10.
- The Chancellor was guest speaker at the October 20 meeting of the Birmingham Branch of the AAUW. The topic of her speech was *How OCC Meets the Educational and Workforce Needs of Oakland County Women*.
- OCC received a Founding Member Award at the October 29 Oakland Literacy Council *Ex Libris* Dinner.
- The Chancellor attended the AACC Board of Directors' meeting in Washington, DC, last week.
- The Board will take action tonight to select the College's federal lobbyist.
- A closed session will be held this evening to discuss labor negotiations.
- The Board will hold a planning meeting on January 14, 2005, from 1 – 4 pm.

- Vice Chancellor Clarence Brantley will introduce the College auditors and also provide updates on the College budget preparation process and space assessment project at District Office.
- Martha Smydra, president of the Royal Oak and Southfield Campuses, will provide a report on the Royal Oak and Southfield campuses facilities projects.

2.2 Staff Reports

- Vice Chancellor Clarence Brantley introduced John Sirhal, partner, and Paul Edwards, CPA, representing the College's auditors, Plante & Moran. Mr. Sirhal and Mr. Edwards reported that the audits of OCC's financial statements for the 2003-2004 fiscal year are now complete and reported an "unqualified" recommendation.
- President Martha Smydra provided a historical overview of the renovations and improvements undertaken over the years and the Royal Oak and Southfield Campuses.
- Vice Chancellor Brantley reviewed the budget preparation process for 2005-2006. He also provided an update on the space assessment project for District Office.

Trustee Phillip Abraham MOVED that the College reconsider the viability of using property at the Auburn Hills site that was previously considered by the Board and Administration, and include that as an option once the District Office space assessment is complete.

AYES: Wangler, Scott, Abraham, Davis, Kuhn, Ritter, Simmons

NAYS: None Motion Carried

2.3 Introduction of New Staff

No new staff were introduced.

3. COLLEGE RESOURCES

3.1 Personnel Recommendations

Vice Chairperson Anne Scott MOVED to approve the Personnel Recommendations. Trustee Pamala Davis seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Kuhn, Ritter, Simmons

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: the classified reinstatement of Alexander Murdoch (HL), Media Services Technician; the maintenance appointment of Bonnie Rider (RO), Building Custodian; the resignation

of James Davis (RH), Director, Network Administration; the resignation of Heather Gibbons, (DO), Administrative Services Administrative Assistant; and the retirement of Karen Pacer, (HL), Public Safety Officer.

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 2003-04 Annual Audit

The 2003-04 annual audit was presented to the Board of Trustees in order to inform them of the financial status of the College and to conform to the policies of the Board and the State of Michigan.

3.3 College Facilities

CONSENT AGENDA – MAINTENANCE PROJECTS

Items 3.3.1 – 3.3.3 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 considered as the last item before Adjournment.

Trustee Janice Simmons MOVED to approve the Consent Agenda – Maintenance Projects. Trustee Pamala Davis seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Kuhn, Ritter, Simmons

NAYS: None Motion Carried

3.3.1 College-Wide Deferred Maintenance Project
Renovation for Equipment Access
Building T
Auburn Hills Campus
OCC Project No. PF-AH04-012

The Board of Trustees granted authority to the 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>
Renovation for Equipment Access Building T	\$122,400

Auburn Hills Campus
OCC Project No. PF-AH04-012

- 3.3.2 College-Wide Deferred Maintenance Project
Building Energy Management System Conversion
Direct Digital Controls – Levinson Hall
Highland Lakes Campus
OCC Project No. PF-HL03-004

The Board of Trustees granted authority to the 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>
Building Energy Management System Conversion	\$384,200
Direct Digital Controls – Levinson Hall	
Highland Lakes Campus	
OCC Project No. PF-HL03-004	

- 3.3.3 College-Wide Deferred Maintenance Project
Interior Renovation & Mechanical Equipment Replacement
First Floor, Building B
Royal Oak Campus
OCC Project No. PF-RO04-002

The Board of Trustees awarded architectural and engineering scope development to TMP Associates, Inc. and construction cost estimating services to the George W. Auch Company for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Interior Renovations & Mechanical Equipment Replacement	\$49,700
First Floor, Building B	
Royal Oak Campus	
OCC Project No. PF-RO-04-002	

END OF CONSENT AGENDA – MAINTENANCE PROJECTS

- 3.3.4 Progress Report – Construction Projects

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

- 3.4 Contracts and Purchases

- 3.4.1 Contract for Federal Lobbying Services

Trustee Sandra Ritter MOVED that the Board of Trustees approve a 12-month contract with Preston Gates Ellis Rouvelas Meeds LLP for the period January 1, 2005 through December 31, 2005, for a monthly fee of \$10,000,

plus expenses, and authorize the Administration to execute the Agreement. Trustee Pamala Davis seconded the motion.

AYES: Wangler, Scott, Davis, Ritter, Simmons

NAYS: Abraham

ABSENT: Kuhn Motion Carried

3.4.2 Purchase of Ultrasound Equipment
Southfield Campus

Trustee Sandra Ritter MOVED that the Board of Trustees approve the purchase of ultrasound equipment from American Medical Systems, at a cost not to exceed \$44,950.00. Trustee Pamala Davis seconded the motion.

AYES: Wangler, Scott, Abraham, Davis, Kuhn, Ritter, Simmons

NAYS: None Motion Carried

3.4.3 Contract with KUKA Flexible Production Systems Corporation
Workforce Development Services

Trustee Sandra Ritter MOVED that the Board of Trustees approve a contract with KUKA Flexible Projection Systems Corporation, at a cost not to exceed \$45,000 for training delivered through June 30, 2005. Trustee Pamala Davis seconded the motion.

AYES: Wangler, Scott, Davis, Ritter, Simmons

NAYS: Abraham

ABSENT: Kuhn Motion Carried

4. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

None

4.2 Student Reports

Liliana Barska, president of Alpha Omicron Kappa chapter of Phi Theta Kappa, announced that the four OCC chapters were represented at the group's Michigan Regional Convention. Twenty new members were inducted by the Highland Lakes chapter this fall, and all campuses have seen membership growth. Ms. Barska thanked the College for offering her the opportunity to begin her college education.

4.3 Academic Initiatives

Vice Chancellor George Keith distributed a map produced by the Institutional Research Department displaying student residency in southeast Michigan. The College will use these tools in to support the development of the enrollment management plan within the strategic planning process .

5.0 OLD BUSINESS

5.1 Subcommittee Report on Executive Contracts

Trustee Simmons, chair of the subcommittee, stated that the subcommittee on executive contracts, consisting of Trustees Abraham, Ritter, and herself, met to discuss the executive contracts. They are interested in including an annual physical and merit appraisal in the contracts and have requested an RFP be submitted to law firms who deal specifically with employment contracts.

5.2 Subcommittee Report on Sarbanes Oxley

Secretary Phillip Abraham noted that the auditing subcommittee will make its final report at the December 13 Board meeting.

6. NEW BUSINESS

6.1 Extension of OCCFA Contract

This item was moved to the end of the meeting.

7.0 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

None

7.2 Labor Organizations and Associations

None

Trustees Simmons **MOVED** to enter into closed session for the purpose of discussing labor negotiations.

A roll call vote was taken.

AYES: Wangler, Scott, Abraham, Davis, Ritter, Simmons

NAYS: None

ABSENT: Kuhn

Motion Carried

The Board of Trustees entered into closed session at 9:15 p.m.

Chairperson Wangler adjourned the closed session at 9:25 p.m. and entered into open session.

6.1 Extension of OCC Contract

Trustee Ritter MOVED that the Board of Trustees approve a one-year contract extension of the collective bargaining agreement between the College and the Oakland Community College Faculty Association, for the period of September 1, 2005 through August 31, 2006.

AYES: Wangler, Scott, Abraham, Davis, Ritter, Simmons

NAYS: None

ABSENT: Kuhn

Motion Carried

8. ADJOURNMENT

Chairperson Wangler adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

John Wangler, Chairperson

Phillip Abraham, Secretary