



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 19, 2007
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 Zimmerman who welcomed all staff and guests.

1.2 Attendance

Present

Anna Zimmerman, Chairperson
Dale Cunningham, Vice Chairperson
Thomas Kuhn, Secretary
Phillip Abraham, Trustee
Pamala Davis, Trustee
Sandra Ritter, Trustee
Anne Scott, Trustee

Roll call was taken. All Trustees were present.

1.3 Approval of Agenda

Trustee Abraham MOVED to add an agenda item “evaluation of interim chancellor” under New Business, 6.5.

Trustee Kuhn seconded the motion.

Trustee Abraham MOVED that item 4.1.1, personnel recommendations – college officers, be removed from the agenda.

There was no second.

The agenda committee will review the item and report on it at the December 10, 2007 Regular Board meeting.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

None

1.5 Student Presentation

None

1.6 Review of Minutes

1.6.1 Review of Minutes 10/8/2007 Special Board Meeting

The Board of Trustees reviewed the minutes of the 10/8/2007 Special Board meeting.

1.6.2 Review of Minutes 10/15/2007 Regular Board Meeting

The Board of Trustees reviewed the minutes of the 10/15/2007 Regular Board meeting.

1.6.3 Review of Minutes 10/23/2007 Special Board Meeting

The Board of Trustees reviewed the minutes of the 10/23/2007 Special Board meeting.

1.6.4 Review of Minutes 10/29/2007 Special Board Meeting

The Board of Trustees reviewed the minutes of the 10/29/2007 Special Board meeting.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

- The Highland Lakes Campus move to Woodland Hall will be complete by February 5, 2008.
- Highland Lakes Campus President Gordon May was appointed to the Leadership Roundtable at Oakland University.
- OCC was selected as one of twenty colleges in the country for a visit by the Government Accounting Office because of OCC's excellent relationship with the Workforce Development Board.
- Auburn Hills submitted an application for a \$1.9 million grant to the Department of Labor for development of a nanotechnology center.
- A \$438,000 Workforce Development grant was renewed.
- Dean Sharon Miller was appointed to the Statewide Implementation Team for No Worker Left Behind and Auburn Hills Campus President Patricia Dolly was appointed to the organization's Policy Team.
- Orchard Ridge Campus President Jacqueline Shadko along with Interim Executive Director of Student Services Lloyd Crews are working with West Bloomfield Schools and a number of other local school districts to prepare an early college initiative for high school students. They hope to have the

program up and running at the Orchard Ridge Campus in Fall 2008.

- The OCC Speech Forensics team, under the leadership of faculty member Carole Bennett, took first place in Division II competition on November 10.
- The women's cross country team, coached by Orchard Ridge faculty member Tony Baracco, came in second both at the MCCA Champion meet and the NJCAA Region XII meet. Angie Martinez and Kyle Smith won All-American honors.
- The Office of State and Federal Programs held a six-week Transitions seminar at Royal Oak.
- Practical Nursing students held a health fair at the Southfield Campus.
- The Student Life Office and the Womencenter sponsored information sessions on domestic violence at the Southfield Campus on October 17, and at Royal Oak on October 19.
- Transfer Day was held at Southfield on October 23.
- The Global Education Committee sponsored an exhibit on Soviet Gulags at Royal Oak.
- The Royal Oak/Southfield Chapter of Phi Theta Kappa sponsored a diabetes testing and organ donor registration event at Royal Oak.
- A document titled "Bonds as Financing Mechanism for Economic and Workforce Development" was distributed.
- The Center for Michigan has requested use of OCC facilities to talk with students, staff, and community members about its "Michigan's Defining Moment" campaign.

Interim Chancellor Brantley noted that the personnel recommendations were updated to include an interim dean position at the Highland Lakes Campus.

2.2 Staff Reports

Cheryl Kozell provided an update on the OCC Foundation noting that former State Representative and County Commissioner, Nancy Quarles, recently joined the Foundation Board. The Foundation's recent scholarship fundraisers include the OCC golf outing, a Texas Hold'em Tournament for Clyde Harnack, a scrapbooking event, and the sale of the Foundations "Food for Thought" cookbooks. Revenues are five percent above last year.

2.3 Introduction of New Staff

Controller Gail Pitts introduced Public Safety Officer Daniel Sullivan.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

None

3.2 Student Reports

Auburn Hills Phi Theta Kappa President Victoria Marques made the following comments:

- The food and clothing drive at Auburn Hills continues through November 30.
- Members have identified storm drains at the Auburn Hills Campus.
- The Royal Oak Chapter recently held a “Smoking Cessation Day”.
- A panel discussion on Asian-American relations was held at the Highland Lakes Campus

3.3 Academic Initiatives

None

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED and Trustee Cunningham seconded approval of the personnel recommendations.

The reclassification of six IT positions was discussed.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: The appointment of administrative non-exempt staff Beverly Stanbrough, Academic and Student Services Dean (RO/SF); the temporary appointment of administrative non-exempt staff Vicki Kloosterhouse to Interim Dean (HL); the promotion of administrative non-exempt staff Charles Flagg Director of Client Technology (CW), from Supervisor Desktop Support (OR); the reclassifications of management staff – non-exempt staff Janet Baldwin, Manager of Desktop Support (CW) from Supervisor Desktop Support (HL); Michael Freeman, Manager of Desktop Support (CW) from Supervisor Desktop Support (AH); David Kauffman, Manager of Desktop Support (CW) from Supervisor Desktop Support (RO); Debra Ksionzek, Manager of Desktop Support (CW) from Supervisor Desktop Support (RH); David Schaefer, Manager of Desktop Support (CW), from Supervisor Desktop Support (SF); the status change/transfer of LaTanya Porter, Faculty Secretary (RO) from Secretary – PT (AH); the transfer of classified – full-time staff Julie Ronquillo, Bookstore Assistant (HL); the appointments of classified-part-time staff Crystal Young-Collins, Academic Support Center Paraprofessional (RO) and Maureen Gilbert, Nursing Secretary (HL); the retirement of Mary Forbes, Computer Information Systems Paraprofessional (HL).

4.1.1 Personnel Recommendations – College Officers

Postponed until December 10, 2007.

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 Resolution for AT&T Technology Backbone
Cable Project

Trustee Scott MOVED and Trustee Davis seconded approval of the resolution authorizing Interim Chancellor Clarence E. Brantley to execute the work authorization agreement on behalf of the Board of Trustees as requested by AT&T Michigan.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None Motion Carried

4.3 College Facilities

4.3.1 Progress Report – Construction Projects

The Board of Trustees reviewed the progress report – construction projects.

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.10 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 Abraham MOVED and Trustee Scott seconded to approve Items 4.4.1 – 4.4.10 on the Consent Agenda – Contract and Purchases.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None Motion Carried

4.4.1 Accident Investigation Training
Oakland Police Academy
Auburn Hills Campus

The Board of Trustees approved the use of Michigan State University to provide a series of accident investigation courses at a cost not to exceed \$96,830 through December 2008.

4.4.2 Medical and Fire Dispatch Training
Oakland Police Academy
Auburn Hills Campus

The Board of Trustees approved the use of Priority Dispatch Corp., to provide medical and fire dispatch training at a cost not to exceed \$41,700 through December 2008.

4.4.3 Student Center Furnishings
Auburn Hills Campus

The Board of Trustees approved the purchase of furniture, for the Auburn Hills Student Center from ISCG at a cost not to exceed \$67,347.

4.4.4 Student Center Furnishings
Auburn Hills Campus

The Board of Trustees approved the purchase of furniture for the Auburn Hills Student Center from NBS at a cost not to exceed \$116,941.

4.4.5 Student Center Furnishings
Auburn Hills Campus

The Board of Trustees approved the purchase of furniture for the Auburn Hills Student Center from Public Place Design at a cost not to exceed \$51,030.

4.4.6 ADI Systems Solution Pack
College-Wide

The Board of Trustees approved the purchase of a college-wide software license package from Edutronix, to provide the ADI Systems Solution Pack, at a cost not to exceed \$30,015 for use through December 2008.

4.4.7 Lighting Supplies
College-Wide

The Board of Trustees approved the purchase of lighting supplies from GE Supply at a cost not to exceed \$38,000.

4.4.8 Technology Enhanced Classrooms
College-Wide

The Board of Trustees approved the use of National Satellite for Technology Enhanced Classroom equipment and installation services at a cost not to exceed \$13,064 for the standard system through December 2008.

4.4.9 Carpet Replacement
Orchard Ridge and Auburn Hills Campuses

The Board of Trustees approved the purchase and installation of carpet for the Orchard Ridge and Auburn Hills Campuses from NBS at a cost not to exceed \$155,892.

4.4.10 Buff Whelan Chevrolet Vehicles
College-Wide

The Board of Trustees approved the purchase of four 2008 trucks/vans with accessories as needed from Buff Whelan Chevrolet at a cost not to exceed \$107,654.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Approval of Audit Committee Charter

Trustee Scott MOVED and Trustee Abraham seconded approval of the Audit Committee Charter as presented at the October 15, 2007 Board of Trustees' meeting.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Scott

NAYS: Ritter

Trustee Ritter noted for the record that all Trustees should be on the Audit Committee due to small number of the Board of Trustees.

6. NEW BUSINESS

6.1 Investment Consultants

Trustee Abraham MOVED and Trustee Kuhn seconded that the College shall prepare and send out by December 7, 2007 an RFP for an investment consultant to review the investments and strategy of the College investments and to make recommendations on investing based on the investment policy of the College and State investment laws.

All proposals shall be sent to the Board for the January 28, 2008 Board meeting.

The accepted consultant understands that they cannot be hired to manage any of the investments of the College, after they prepare their recommendations, for at least one year from the date of their report.

No vote was taken.

Trustee Davis MOVED to table the motion until December 10, 2007 and Trustee Scott seconded.

Motion to Table:

AYES: Zimmerman, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: Cunningham Motion Carried

Trustee Abraham will revise the motion. Trustees should bring recommendations to the December 10 meeting.

6.2 Update on CREST Business Plan and CREST Advisory Committee

Trustee Abraham MOVED to authorize the Vice Chairperson to set up an advisory committee for the CREST project.

A report from the consultant on the CREST project is due no later than December 31, 2007. Trustees Ritter and Davis volunteered for the advisory committee.

AYES: Abraham, Kuhn, Cunningham

NAYS: Ritter, Zimmerman, Davis, Scott Motion failed

Trustee Cunningham requested that Trustee Davis and President Dolly work together to provide an update to the Board of Trustees on the CREST project.

6.3 Emeritus Status

The Board Chair received a request from Theresa Wangler that the Board consider granting emeritus status to former Board Chairperson John Wangler.

Trustee Kuhn MOVED to table the request and Trustee Abraham seconded.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None Motion Carried

Trustee Abraham requested that the Board be provided with information on the College's Emeritus policy.

6.4 Lobbyist RFP

In October, Trustees received proposals from four firms interested in providing the College lobbying services. Board Chairperson Zimmerman requested additional time to review the proposals. In order for the College to continue the services of the current lobbying firm, Karoub Associates, the following motion was made:

Trustee Scott MOVED to extend the current contract with Karoub Associates for three months and Trustee Davis seconded. Included in the motion is a friendly amendment stating that the Board will interview the lobbyist candidates on January 28, 2008.

AYES: Zimmerman, Cunningham, Kuhn, Davis, Ritter, Scott

NAYS: Abraham Motion Carried

6.5 Evaluation of Interim Chancellor

Trustee Abraham MOVED that evaluation forms for the Interim Chancellor be sent to all Trustees. Completed forms will be compiled by Trustees Zimmerman and Scott.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

- Trustee Zimmerman asked the Trustees to consider prohibiting the Interim Chancellor from establishing new or extending current management staff or consulting positions.
- Trustee Scott was asked to join the Pontiac Rotary Club and asked for Board approval.
- The Board is not interested in developing fundraising license plates.

7.2 Labor Organizations and Associations

None

8. ADJOURNMENT

The meeting was adjourned at 8:57 p.m. by Chairperson Zimmerman

Respectfully submitted,

Patricia J. Funtik

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary