



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
March 17, 2008
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304**

CORRECTED

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

1.3 Approval of Agenda

The agenda was approved as written.

1.4 Public Comments/Petitions

None

1.5 Student Presentation

Dean Henry Tanaka introduced Owen Montgomery, a political science major who is a member of Phi Theta Kappa and the newly-forming Auburn Hills Campus Student Council. Mr. Montgomery noted several goals of the Student Council: to serve as a voice for students relaying issues to the College administration, to keep students informed, to participate in campus meetings and student forums. Trustee Scott asked Mr. Montgomery for the length of terms for the officers, and also asked if the group was developing a constitution and a budget.

Mr. Montgomery noted that terms of office were one-year and that the group was developing a constitution and developing a budget. Trustee Ritter noted that her husband, Dennis Ritter, was elected to the student government while he was a student at OCC. After graduating from OCC Mr. Ritter continued working in public service.

1.6 Review of Minutes

1.6.1 Review of Minutes 1/22/2008 Special Board Meeting

Trustee Zimmerman commented on the first set of minutes submitted for the January 22, 2008 Special Board meeting. Trustee Zimmerman asked the Trustees about the \$291,000 salary figure referred to in those minutes. Trustee Scott noted that she added the fringes and the benefits. Trustee Kuhn stated that he thought the minutes weren't clear. Trustee Ritter stated that she found her notes and indicated that, in her opinion, Board members' opinions should be stated as given in the minutes. Trustee Ritter will submit her changes to the secretary and noted that the Chair can comment on them. Trustees Abraham and Davis asked to have the conversations recorded. There will be a correction in the minutes of the January 22, 2008 Board meeting and those minutes will be submitted for approval once again at the April 21, 2008 Regular Board meeting.

1.6.2 Review of Minutes 2/18/2008 Special Board Meeting

The Board of Trustees reviewed the Minutes of the 2/18/2008 Special Board meeting.

1.6.3 Review of Minutes 2/18/2008 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the 2/18/2008 Regular Board meeting.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

- Chancellor Tim Meyer asked Auburn Hills President Patricia Dolly to provide an overview of the recently-announced \$1.9 million U.S. Department of Labor grant to OCC. Three hundred forty community colleges applied for grants and 69 received awards. OCC is the only one of the 69 to address the emerging field of nanotechnology. The OCC grant will cover the purchase of equipment, building modifications and the hiring of an administrator and faculty for the program. President Dolly noted that this grant will help position the College for the next 15 to 20 years.
- Auburn Hills hosted its ninth annual Global Trade Mission February 28 – March 2, 2008. The three-day conference included more than 200 high school students along with representatives of international businesses who focused on the world economy and culture.

- Auburn Hills hosted the 16th annual Computer Aided Design competition on March 14. More than 125 future engineers participated along with faculty from area high schools. Awards for the top students totaled more than \$10,000 in computer software.
- The Highland Lakes Campus will host over 600 students from local high schools for “Health Occupations Opportunity Day” on Friday, April 4, 2008, from 9 am – 2 pm. OCC partners with the Oakland County Tech Prep Consortium each year on this event to give high school students an up-close and personal view of 17 OCC health programs. Start times are staggered for two groups of approximately 300 students each.
- On March 1, 2008, at the Michigan Intercollegiate Speech League Championships, OCC’s Forensics Team, under the direction of Carole Bennett, was again the Top Community College in the State. Two students, Ernesto Chavez and Tamekia Smith, are going to St. Louis to compete in the Community College National Championships for Forensics in April.

2.2 Staff Reports

None

2.3 Introduction of New Staff

None

3. **ACADEMIC AND STUDENT AFFAIRS**

3.1 Academic Senate Reports

None

3.2 Student Reports

Orchard Ridge CIS student and Phi Theta Kappa Vice President for Service Vani Gudeti, mentioned that OCC’s women’s basketball team ended their season with a loss to St. Clair Community College. Ms. Gudeti noted several recent student life activities including workshops on mail fraud and identity theft, a bowling outing, student spirit days, a blood drive at Auburn Hills, a visit from Disney College and a meeting of the Chancellor’s Leadership group on March 28.

3.3 Academic Initiatives

Interim Vice Chancellor Cathey Maze reported that the Higher Learning Commission visit is going very well. She thanked the Trustees who attended the special meeting on Sunday and reminded everyone of the exit interview scheduled for Wednesday, March 19, 2008, at 10:00 a.m. in the Board Room.

4. **COLLEGE RESOURCES**

4.1 Personnel Recommendations

Trustee Scott MOVED to approve the personnel recommendations and Trustee Ritter seconded.

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

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: the appointment of classified-part-time staff Sheryl Orolim, Child Care Assistant (AH), and Sharon Smith, Child Care Assistant (AH); the promotion/transfer of classified-full-time staff Lina Gerchak, Accounting Specialist (AH) from Bookstore Assistant (OR); the retirement of Shirley Wusenich, Emergency Medical Technology Secretary.

4.1.1 Vice Chancellor Administrative Services

Trustee Ritter MOVED that the Board of Trustees approve the salary increase for the Vice Chancellor of Administrative Services. Trustee Davis seconded.

Trustee Scott noted that the salary increase should be retroactive to July 1, 2007. She said, "Vice Chancellor Brantley did a great job taking care of the College and moving it forward. He should have received a merit pay increase."

Chairperson Zimmerman stated the increase will be retroactive to July 1, 2007.

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

NAYS: None

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 2008 -09 Tax Levy of Operating Millage and Collection of College Taxes

Trustee Ritter MOVED the recommended resolution for the 2008-09 tax levy of operating millage that a maximum annual tax rate of 1.5884 Mills (\$1.5844 per \$1,000), adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e, of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, be levied for general operating purposes.

Trustee Davis seconded.

Discussion:

Trustee Abraham asked if the Board can lower the rate. Vice Chancellor Brantley stated that the rate will probably go down and that the amount presented is the maximum amount that can be levied. The College is recommending the Board of Trustees approve the maximum. Trustee Ritter and Trustee Abraham discussed the impact of lowering the tax rate. Trustee Abraham asked if the College should increase scholarships. Vice Chancellor Brantley stated that the new budget has increased scholarships by \$100,000 and increased athletics by \$50,000. Trustee Abraham asked Vice Chancellor Brantley for an update and he asked for a schedule of increases. Trustee Ritter stated, "There needs to be a motion." Trustee Ritter asked for a student financial aid review.

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

NAYS: Abraham Motion Carried

Trustee Ritter MOVED that the Board of Trustees adopt the resolution for the Collection of College Taxes to be collected in the same manner and at the same time as the 2008 city or township taxes, or in the same manner and at the same time as school district or intermediate school district taxes are being collected by the city or township. Trustee Davis seconded.

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 – 4.4.4 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 Ritter requested Action Item 4.4.1 be removed from the consent agenda and discussed separately.

Trustee Kuhn MOVED to approve Items 4.4.2 – 4.4.4 on the consent agenda – contracts and purchases.

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

NAYS: None

Motion Carried

4.4.1 Resolution with Michigan Liquor Control Commission for Permanent Liquor License

Trustee Ritter MOVED that the Board of Trustees approve the College applying to the Michigan Liquor Control Commission for a permanent liquor license, authorize the Board Secretary, Thomas E. Kuhn, to execute the appropriate Board Resolution and authorize the Vice Chancellor for Administrative Services, Mr. Clarence E. Brantley, to execute all documents required by the Michigan Liquor Control Commission. Trustee Scott seconded.

Discussion:

Trustee Abraham asked if the liability insurance was separate and Vice Chancellor Brantley indicated that liability is covered under the College's current policy. Chancellor Meyer noted that the College can get a written comment from the insurance carrier if necessary. Trustee Abraham noted his concern about lawsuits. Trustee Ritter commended the College for thinking "out of the box" and noted that the Culinary Arts Program trains the people needed to fill the gap in hospitality. Mr. Abraham asked if the College intended to hold more events where liquor is served once the permanent liquor license is obtained. College administrators noted that there may be a few more events planned but the intention of obtaining a permanent liquor license is to eliminate the need to obtain a special liquor license each time the Culinary Institute hosts an event.

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

NAYS: None

Motion Carried

4.4.2 Academic Software – Adobe Maintenance Renewal Program
College-Wide

The Board of Trustees approved the purchase of the Adobe maintenance renewal program through March 31, 2010, from the Academic Superstore, at a cost not to exceed \$74,028.

4.4.3 Bulk Road Salt
Buildings and Grounds
College-Wide

The Board of Trustees approved the purchase of additional bulk road salt from Morton Salt, at a cost of approximately \$16,000 for a total not to exceed \$55,364 for the 2007-2008 fiscal year.

4.4.4 Moving and Storage Services
Highland Lakes Campus

The Board of Trustees approved the use of Palmer Moving and Storage, to provide services at a cost not to exceed \$42,490.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Credit Card Policy/T. Kuhn

Trustee Kuhn MOVED that the Board of Trustees approve the recommended addition to Board Policy, Credit Card Policy, as presented at the February 18, 2008, Board of Trustees meeting. Trustee Ritter seconded (for discussion purposes).

Trustee Ritter asked for the policy number. Trustee Kuhn stated that the number would be determined by the administration. Trustee Scott asked when the policy would be enacted and Trustee Kuhn stated that the policy would go into effect immediately.

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

NAYS: Cunningham Motion Carried

5.2 Discuss Lawsuit Notification Procedure/T. Kuhn

Trustee Kuhn MOVED the lawsuit notification procedure. There was no second.

Discussion:

Trustee Kuhn asked Chancellor Meyer for the agent and Chancellor Meyer noted that he discussed the issue with general counsel. Trustee Kuhn then stated that the College's general counsel will be the agent. Chancellor Meyer asked Trustee Kuhn to clarify how the articles in the lawsuit notification procedure apply if general council is the agent.

Trustee Kuhn asked the administration to make appropriate changes to the lawsuit notification procedure and to bring the changes forward to the next Board meeting. Trustee Scott expressed concern about the expense to the College for asking general council to notify seven trustees.

The item will be returned to the April 21, 2008 Board of Trustees meeting.

5.3 Discuss Conflict of Interest/Disclosure Statement for Trustees/S. Ritter

Trustee Ritter asked that the following acknowledgement be incorporated into Board Policy 1.6.2, Conflict of Interest: Rules and Definition:

“It is acknowledged that the Board of Trustees is composed of individuals who are professionals and may be recognized as experts on some topics about which they are rendering decision. Trustees by nature of their professional careers and volunteer work in the community are

involved in a variety of matters that may related to their responsibilities as a Board member.

While Trustees base their decisions on data accompanying recommendations, in cases where a conflict may/can be construed, Board members will disclose their professional involvements and/or personal associations regarding the issue or individual being appointed.”

Trustee Scott MOVED to accept the first reading and Trustee Ritter seconded.

Trustee Abraham suggested that this statement be made at every Board meeting and added to the agenda under 1.3, Approval of Agenda.

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

NAYS: None Motion Carried

5.4 Audit Review Committee Update/A. Scott

The Audit Review subcommittee met. Trustees Scott reported that the committee is publicly inviting people from the community to be on the audit committee. She noted that the committee will meet again in April and that the application for public participation is on the web.

5.5 Investment Consultant

Chairperson Zimmerman noted that the Board of Trustees did not select an investments consultant. She advised that a letter was sent to firms that were interviewed and stated that a recommendation on this topic would be presented under New Business.

6. **NEW BUSINESS**

6.1 Consulting Resource Associates' CREST Business Plan Report/P. Davis

Trustee Davis stated that the Board of Trustees discussed Consulting Resource Associates (CRA) at the December 18 Board meeting. She noted that CRA had a contract for \$68,000 and had been paid approximately \$57,000. Vice Chancellor Brantley stated that OCC has paid more to CRA since then. Trustee Davis asked if there was money still owing. She noted that CRA took on a project and asked for an extension but have not completed the work.

Trustee Davis MOVED that CRA be considered paid in full for services rendered, and any current bills not be honored due to CRA being in default of their contract. Trustee Ritter seconded.

Discussion:

Vice Chairperson Cunningham stated that he wasn't sure that CRA hadn't met the requirements of the contract. Trustee Davis noted that CRA hadn't submitted a business plan as of December 31, 2007.

Trustee Ritter stated that anyone who works for the College should be accountable and if one Board member thinks a consultant has not been accountable, then the Board needs to address the issue. Trustee Ritter noted that she was willing to table as long as no more money was paid to CRA and until the Board reviews the contract.

Trustee Ritter asked to table.

Trustee Abraham asked to see the contract, the recommendation of the then Chancellor and also the motion that passed the contract.

Trustee Davis requested a copy of the business plan.

Chairperson Zimmerman asked if a business plan came to the Board when CREST was created. Trustee Scott noted that there was no business plan.

Trustee Ritter MOVED that the Board be provided with the recommendation from the former Chancellor to the Board, the motion made that passed the contract for CRA, what the consultant was supposed to do and the timeframe in which he was supposed to do it. Trustee Scott seconded.

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

NAYS: None Motion Carried

Chancellor Meyer restated the request, noting the Board was asking for the original document, the motion, the contract, the approval of the contract and deliverables and when it was delivered and also the previously existing business plan for CREST.

Vice Chairperson Cunningham noted that the CREST committee met last week, that the plan was distributed to the Board of Trustees in January and that he will bring a recommendation back to the Board. Mr. Cunningham expressed thanks to President Patricia Dolly, Dean Tim Boozer and CREST Director Deborah Bayer.

6.2 Auditor RFP/P. Abraham

Trustee Abraham MOVED that the administration notify the current auditors that the College will seek bids for auditing services. He asked the administration to prepare a Request for Proposal (RFP) for auditors for the upcoming year. Trustee Cunningham seconded.

Trustee Scott noted that Vice Chairperson Cunningham stated the contract expires in June 2008. Trustee Abraham stated that there is a clause that states OCC can give a 45 day notice to the auditors. He asked the administration how many years the auditing firm has been with OCC and asked if the administration was recommending we change firms. Chancellor Meyer stated that he cannot answer that question without background information. Trustee Abraham stated that he believes we should go out every three years for RFPs for auditing services.

Trustee Scott noted that she will vote against the motion as it takes a long time to train a new auditing firm.

Trustee Ritter asked that the current auditors be given a chance to respond to the RFP.

Chancellor Meyer asked if this falls under the jurisdiction of the Audit Committee. Trustee Abraham responded that the Board of Trustees is the only body that has the authority to contract. The audit committee can recommend but not hire.

AYES: Zimmerman, Cunningham, Abraham, Ritter

NAYS: Davis, ~~Ritter~~, Scott

Motion ~~Failed~~ Carried

6.3 Report on Investments

Trustee Abraham stated that he asked for a report from Vice Chancellor Brantley on the status of investments.

Trustee Abraham MOVED that the Chancellor assume responsibility for the investment analysis and return to the Board of Trustees with a report. The report will include: a review of prior investment decisions and practices, past investment performance and recommendations for improvements within the constraints of the investment policy and the State of Michigan. Trustee Cunningham seconded.

Trustee Ritter stated that the Board of Trustees needs to give parameters and offered an amendment, stating that the College keep the cost under \$25,000 and use the RFP process.

AYES: Zimmerman, Cunningham, Abraham, Ritter

NAYS: Davis, ~~Ritter~~, Scott

Motion ~~Failed~~ Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter referenced a conversation the Trustees had with Higher Learning Commission and suggested that action items should state how a recommendation relates to the strategic plan. She noted that she will return to the next meeting with a formal motion if necessary.

Trustee Scott mentioned that OCC, along with one other institution of higher education, was involved in the Royal Oak Chamber's Business Expo and that she is very proud of OCC. She reminded the group that the OCC Foundation is hosting a benefit for the Oakland Community College Fire Academy on Thursday, March 27, 2008 at the Comedy Castle in Royal Oak.

7.2 Labor Organizations and Associations

No comments

8. ADJOURNMENT

The meeting was adjourned at 8:40 p.m. by Chairperson Zimmerman.

Respectfully submitted,

Patricia J. Funtik

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary