



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
May 19, 2008
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 7:05 p.m. by Chairperson Zimmerman who welcomed all staff and guests.

1.2 Attendance

Present

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

Absent

Dale Cunningham, Vice Chairperson

1.3 Approval of Agenda

Trustee Ritter requested that Chancellor's evaluation process be added as item 6.3 under New Business.

Trustee Scott MOVED to approve the agenda as amended. Trustee Ritter seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

There were no public comments or petitions.

1.5 Student Presentation

There was no student presentation.

1.6 Review of Minutes

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

Discussion:

Trustee Ritter noted that the questions she asked during the January 22, 2008 Special Board meeting occurred during the discussion and should be moved accordingly.

Trustee Abraham commented that he didn't know whether or not the questions were asked and noted that according to Board Policy, corrections to minutes must occur no later than the next meeting after the meeting to which the minutes refer. Trustee Ritter stated that Trustees were informed at the February 18, 2008 Board meeting that they could submit corrections to the January 22, 2008 Board meeting minutes. However, Trustee Davis was absent for the February Board meeting and was not given to opportunity to submit comments because Chairperson Zimmerman did not inform her.

Trustee Ritter stated that she did ask those questions and noted that the Board did not receive the Chancellor's contract until 48 hours prior to the Board meeting and that there was no way to find out about that contract prior to that time. She stated that is part of the Board's responsibility to ask questions. Trustee Ritter noted that Trustees Zimmerman and Abraham did a good job of answering her questions and that she can make the original notes available for review.

Trustee Davis stated that she made comments at the Board meeting. However, she read more comments in the newspaper than she read in the minutes.

Trustee Ritter MOVED to accept the minutes as amended. Trustee Scott seconded.

A roll call vote was taken.

AYES: Ritter, Scott

NAYS: Abraham, Davis, Zimmerman

ABSTAIN: Kuhn

Motion Failed

1.6.2. Review of Minutes 4/21/2008 Regular Board Meeting

Trustee Ritter requested the following correction be made:
Trustee Ritter asked to have the motion withdrawn because it is not enforceable. (Unfinished Business, Amendment to Board Policy).

Trustee Ritter requested that the following addition be made:
State that discussion took place (New Business, Board Retreat).

Trustee Ritter MOVED to approve the corrected minutes and Trustee Kuhn seconded.

A roll call vote was taken.

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

NAYS: None Motion Carried

Trustee Ritter suggested that the minutes of the Board meetings be action items rather than information items. Trustee Abraham agreed, stating that these minutes are the only record of Board meetings.

The change will be made if not in violation of Board Policy.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Tim Meyer made the following comments:

- The Math Club, led by faculty member Brian Shaw, placed third in Michigan at recent math competition.
- Ernesto Chavez tied for first place in the poetry interpretation category at a recent Forensics competition.
- The Orchard Ridge Honors Convocation will be celebrated the evening of May 29, 2008 in the Smith Theatre.
- Ten students participated in a new student orientation for F-1 students on May 2, 2008.
- Approximately 200 high school students and their parents attended an open house at the Royal Oak Campus on May 7, 2008.
- Approximately 150 high school students attended a Tech Prep Day on May 9, 2008.
- A photography lecture, featuring noted photographer Steven Gross, was held in the Royal Oak Theatre on May 15, 2008.

2.2 Staff Reports

There were no staff reports.

2.3 Introduction of New Staff

Vice Chancellor Clarence Brantley introduced new DO/PC Public Safety Administrative Specialist Tamika McClellan. Campus President Patricia Dolly introduced new Auburn Hills Campus Math Department Secretary Kelly Taylor.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

There was not report.

3.2 Student Reports

Orchard Ridge Phi Theta Kappa representative Vani Gudeti provided an overview of Student Life activities across the college this spring. Events include a Karaoke Night, Midweek Movies in May and June, bowling at Plum Hollow Lanes and a writer's workshop in May. Ms. Gudeti also announced that the OCC women's softball team is ranked eighth in the nation, and will compete in the National Junior College Athletic Association Division II tournament in Bloomington, Illinois. The men's golf team will compete in the NJCAA Division II tournament in Phoenix, Arizona.

3.3 Academic Initiatives

There was no report on academic initiatives.

4. COLLEGE RESOURCES

Board Chair Anna Zimmerman presented retiree Judi Yerkes a gift and a certificate. Trustee Scott noted that Ms. Yerkes is an extraordinary employee who never says no.

4.1 Personnel Recommendations

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

Discussion occurred. Trustee Scott commented that the Higher Learning Commission noted the lack of diversity of OCC's faculty in its report. She wondered if the process for hiring faculty has changed to ensure diversity. Chief Human Resources Officer Catherine Rush noted that the faculty agreement now requires diversity on search committees and that the recommendations from the diversity task force are being implemented. Deans and Campus presidents are now more active in the search process.

A roll call vote was taken:

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

NAYS: None

Motion Carried

The Board of Trustees approved the following personnel recommendations:

The appointments of full-time faculty members Preetha Ravikumar, CIS teaching faculty (HL), Valerie Emanoil, Behavioral Science-History teaching faculty (HL), Gina Mandas, Communications/Humanities-Spanish teaching faculty (HL), Cheryl Neely, Behavioral Science teaching faculty-Sociology (RO/SF); the temporary appointment of faculty member Julie Gunkelman, Mathematics teaching faculty (OR); the status changed of full-time classified staff John Brooks to Parts and Tool Crib Attendant from Paraprofessional (AH); the death of Leslie Dikin, Craftsman (OR), the retirement of Laurel Gidcumb, Learning Resource Technician (HL), the retirement of Daniel Morris, Building Custodian (AH), the retirement of Elizabeth Raber, Child Care Assistant (HL), the retirement of Judith Yerkes, Coordinator, Website and Communications Center (DO).

Trustee Ritter asked if all votes will be roll call votes. Chairperson Zimmerman stated that she wants to ensure that the secretary gets the vote. Trustee Abraham noted that Robert's Rules does not require roll call. It slows down the meeting tremendously.

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.

Trustee Scott questioned why Contracted Services is negative \$705,000 when compared to the same period last year. Controller Gail Pitts stated that there was an adjustment to this line item from Salaries and Wages. Current part-time employees will be charged to Contracted Services instead of Salaries and Wages, next fiscal year. Presently, incoming replacements for vacant positions are being charged to Contracted Services. There was an adjustment to move replacements for vacancies from Contracted Services to Salaries and Wages.

4.2.3. 2008-2009 General Fund Budget

Trustee Scott MOVED to approve the 2008-2009 General Fund Budget as submitted . Trustee Ritter seconded the motion.

AYES: Zimmerman, Kuhn, Davis, Ritter, Scott

NAYS: Abraham Motion Carried

CONSENT AGENDA – MAINTENANCE PROJECTS

4.3 College Facilities

Items 4.3.1 – 4.3.3 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 voted on separately.

Trustee Ritter MOVED to approve Items 4.3.1 – 4.3.3 on the Consent Agenda – Maintenance Projects. Trustee Davis seconded.

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

NAYS: None

Motion Carried

4.3.1. College-Wide Deferred Maintenance Project
Asphalt Paving Replacement
Power House
Auburn Hills Campus
OCC Project No. PF-AH07-010

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>
Asphalt Paving Replacement	\$259,700
Power House	
Auburn Hills Campus	
OCC Project No. PF-AH07-010	

4.3.2. College-Wide Deferred Maintenance Project
HVAC Equipment Replacement/Interior Renovation
Woodland Hall
Highland Lakes Campus
OCC Project No. PF-HL07-004

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>
HVAC Equipment Replacement/Interior Renovation	\$3,426,400
Woodland Hall	
Highland Lakes Campus	
OCC Project No. PF-HL07-004	

4.3.3. College-Wide Deferred Maintenance Project

Atrium Lighting/Second Floor Carpeting
Royal Oak Campus
OCC Project No. PF-RO08-006

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>
Atrium Lighting/Second Floor Carpeting Royal Oak Campus OCC Project No. PF-RO-08-006	\$219,400

END OF CONSENT AGENDA – MAINTENANCE PROJECTS

4.3.4. Progress Report – Construction Projects

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

Trustee Scott reviewed the progress report in depth and noted that many projects are completed under budget. She thanked the Auch Company for their professionalism and concern for OCC's dollars.

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.3 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 Ritter MOVED to approve Items 4.4.1 – 4.4.3 on the Consent Agenda-Contracts and Purchases. Trustee Scott seconded the motion.

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

NAYS: None Motion Carried

4.4.1. Symantec Ghost and Antivirus Maintenance Agreement College-Wide

The Board of Trustees authorized the purchase of Symantec Ghost and Antivirus products and maintenance from Dell, Inc., at a cost not to exceed \$25,875 for fiscal year 2008-09.

4.4.2. Carpet Replacement Orchard Ridge, Southfield, Royal Oak, Auburn Hills Campuses

The Board of Trustees approved the purchase and installation of carpet for the Orchard Ridge, Southfield, Royal Oak, and Auburn Hills Campuses, From NBS, at a cost not to exceed \$175,800.

4.4.3. Emergency Elevator Repairs
Orchard Ridge Campus

The Board of Trustees approved the use of Kone, Inc., to provide emergency elevator repairs at the Orchard Ridge Campus at a cost not to exceed \$29,850.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Resolution for Pizza Hut, Inc.

Trustee Scott MOVED that the Board of Trustees approve the resolution authorizing Vice Chancellor Clarence E. Brantley to execute the appropriate documents on behalf of the Board of Trustees as required by Pizza Hut, Inc. Trustee Ritter seconded the motion.

AYES: Zimmerman, Kuhn, Davis, Ritter, Scott

NAYS: Abraham Motion Carried

5.2 Credit Card Procedures

Trustee Zimmerman stated that this is an action item and asked to table.

Trustee Kuhn MOVED to table credit card procedures. Trustee Abraham seconded the motion.

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

NAYS: None Motion Carried

5.3 Committees Policy

Chairperson Zimmerman noted that the Board does not currently have a policy on committees.

Trustee Ritter stated that Board Policy 1.3.1 covers committees of the Board. In her opinion, the function is clearly stated and that there is no need for a separate committees policy. She noted that it is important the committee structure is approved by the Board and that the Board should have a standing audit committee.

Trustee Scott asked that the policy (if adopted) state that the Board Chair only appoint committee members with the approval of the entire Board.

Chairperson Zimmerman stated that she heard feedback from Trustees Ritter and Scott and asked all Trustees to provide her with feedback. She noted that it is important for the Board to have clear direction with regard to the responsibilities of committees and the responsibilities of the Board.

Trustee Davis asked who authored the two drafts that were presented to the Board. Trustee Zimmerman stated that one policy is used by Jackson Community College and the other policy was drafted by the attorney John Martin.

Trustee Ritter expressed concern that the Board is abdicating its responsibilities as a Board. She noted that the Community College Act states that Boards cannot give responsibilities away. She appreciated the time to discuss this in public as it creates trust. Trustee Ritter asked Chairperson Zimmerman if she intended to form subcommittees of the Board. Chairperson Zimmerman stated, yes. Trustee Ritter stated that Robert's Rules of Order for small boards states that small boards function as a committee of the whole and that OCC's Board sometimes follows Robert's Rules for large boards and sometimes follows Robert's Rules for small boards.

Trustee Scott mentioned that previously the Board decided to use Robert's Rules for small boards. The Board decided to operate as a whole and not be broken into committees.

Trustee Zimmerman stated that the item will be returned next month for action.

5.4 MCCA Budget Update/Scott

Trustee Scott noted that the MCCA budget was passed at the Board of Directors meeting held in April.

Trustee Scott MOVED approval of MCCA dues in the amount of \$43,251 for the 2008-2009 fiscal year. Trustee Davis seconded the motion.

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

NAYS: None

Motion Carried

5.5 CREST Business Plan Update

Trustee Zimmerman stated that Trustee Cunningham is the chair of the CREST committee. Trustee Ritter expressed concern that the report on CREST prepared by Consulting Resource Associates (CRA) contains undue criticism and asked for an explanation and discussion of the report. Trustee Zimmerman noted that she will ask the committee to review the report and return to the Board with recommendations. Trustee Ritter asked whether the Board approves the report or

not. Trustee Zimmerman suggested that Trustee Ritter ask her questions of Trustee Cunningham when he brings the committee's recommendations forward. Trustee Zimmerman suggested that Trustee Ritter put her questions in writing. Trustee Ritter expressed concern that the report does not cover the requirements of the RFP. Trustee Zimmerman stated that the RFP will be reviewed.

5.6 Investment Report/C. Brantley

In April, Vice Chancellor Clarence Brantley prepared an investment report and submitted it to the Trustees. He has since received a request for additional information from the Chancellor and is meeting with him to clarify the expectations. Mr. Brantley is also pursuing the services of a consultant. A full report will be presented to the Board.

5.7 Audit Review Committee/Scott

Trustee Scott noted that the deadline for accepting applications for the audit review committee is May 31, 2008. The committee will meet prior to the June Board meeting.

6. NEW BUSINESS

6.1 RFP for Legal Services Discussion/Ritter

Trustee Ritter stated that at the previous Board meeting it wasn't clear whether the attorneys were employed by the Board or by the College, and asked if someone on the Board had given the Chancellor approval to use the attorneys. She asked the board if they wanted to consider submitting another RFP for legal services. Trustee Abraham asked, "Where does it say the attorneys only work for the Board?" Trustee Ritter stated, "In discussions with the firms when they interviewed." Trustee Abraham, "the RFP doesn't state that the attorneys are for the use of the Board only." Trustee Ritter noted that she has lost her trust in this firm. Trustee Abraham publicly thanked Plunkett Cooney stating, "Plunkett Cooney are a phenomenal law firm. They are a great law firm and do a great service."

6.2 Delivering Information Electronically Discussion/Abraham

Trustee Abraham asked the College to deliver information electronically as much as possible. He noted that he recently received information that the college is moving forward with a document imaging project. He noted also the tremendous savings and is happy to see the College moving rapidly in this direction.

6.3 Chancellor's Evaluation Process

Trustee Ritter distributed a Chancellor's Evaluation booklet and stated that the Chancellor's contract requires the Chancellor to provide goals to the Board for the upcoming fiscal year by July 1, 2008. Trustee Ritter mentioned that this

evaluation process protects the Chancellor and the Board by ensuring that the evaluation criteria are clearly stated. Trustee Ritter asked that the Board approve this process at the June Board meeting. She plans to review the sections of the process one item at a time and mentioned that it was adopted by the ACCT as the preferred evaluation.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Davis stated that she was extremely surprised to see an ad for OCC on cable television. She asked Presidents Reif and Shadko about the recent open houses at their respective campuses. President Reif noted that at least 200 attended the program in the Royal Oak Theatre. President Shadko estimated 150 students and parents participated in the Open House at the Orchard Ridge Campus.

Trustee Scott reported that the main topics at the recent MCCA meeting at Montcalm Community College were “dual enrollments” and “baccalaureate degrees from community colleges”. She also noted that OCC was given credit by Montcalm Community College for writing the curriculum for one of their programs.

Trustee Ritter asked about the conflict of interest statement the Board voted on at the April Board meeting and was told by Trustee Kuhn that the conflict of interest statement failed at that meeting. Trustee Ritter mentioned that she requested that action items appearing on the Board meeting agenda be linked to the strategic plan. Trustee Zimmerman assured her that she will look into the matter.

7.2 Labor Organizations and Associations

There were no comments.

Trustee Davis MOVED to adjourn into closed session at 8:40 p.m. and Trustee Scott seconded the motion.

A roll call vote was taken.

AYES: Zimmerman, Kuhn, Davis, Ritter, Scott

NAYS: Abraham

Motion Carried

The Board of Trustees returned to open session at 10:10 p.m.

8. ADJOURNMENT

Trustee Scott MOVED to adjourn the open session. Trustee Davis seconded the motion.

Board of Trustees
Regular Board Meeting
May 19, 2008

The meeting was adjourned by Chairperson Zimmerman at 10:10 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary