



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
March 16, 2009
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 Bryant who welcomed all staff and guests.

1.2 Attendance

Present

Shirley Bryant, Chairperson
Anna Zimmerman, Vice Chairperson
Pamala Davis, Secretary
Tom Kuhn, Trustee
Anne Scott, Trustee
Thomas Sullivan, Trustee

Absent

Sandra Ritter, Trustee

1.3 Approval of Agenda

Trustee Scott requested that an Audit Committee report be added under Unfinished Business as item 5.2.

Chair Bryant added two items under New Business: 6.4 Travel Expense Approval and 6.5 Ad Hoc Travel and Expense Committee.

Trustee Kuhn MOVED to accept the modified agenda, and Trustee Sullivan seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Mark Fallows addressed the Board speaking on sexual harassment and the accountability level of educators and schools.

Ms. Namrata Murthy introduced herself to the Board. She is a student at Wayne State University and is sitting in on OCC's Board of Trustees meeting for a class assignment.

1.5 Student Presentation

President Jackie Shadko of the Orchard Ridge Campus introduced Chef Kevin Enright and Chef Doug Ganhs of the Culinary Department. A power point presentation was shared with the Board highlighting some of this year's accomplishments in the Culinary Department.

1.6 Approval of Minutes

1.6.1 Approval of Minutes of 2/16/09 Regular Board Meeting

Trustee Scott MOVED to accept the minutes of the February 16, 2009 Regular Board Meeting. Trustee Zimmerman seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer announced the continuing partnership between DMC and our nursing program, and OCC's part in responding to the critical nursing shortage.

2.2 Staff Reports

Mary Ann McGee, College Academic Senate Chair, presented a power point presentation on The Student Learning Academy as an update to the College's compliance with the Higher Learning Commission report.

Steve Scofes, of Scofes & Associates Consulting, Inc., OCC lobbyists, gave an update on their activities.

2.3 Introduction of New Staff

Andrew Hillberry, Chief Information Officer, introduced his new Administrative Assistant, Margaret Warack.

Catherine Rush, Chief Human Resources Officer, introduced her department's new Human Resources Specialist for benefits, Vanessa Belcher.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

No report presented.

3.2 Student Reports

Gregory Robertson, a student and member of the Honors Society at Highland Lakes, is the new student representative for this quarter. He reported that all OCC campuses are being helpful by presenting job seeking skills workshops, seminars, and employment fairs. Mr. Robertson reported that March is National Women's History month, and several of the campuses are participating. Student Life is presenting a jazz concert series featuring 5 Guys Named Mo at the Auburn Hills campus. School supplies are being collected campus-wide for families who can't afford them.

Mr. Robertson reported that the Raider's Men's basketball team took first place in the MCCA conference with a record of 26 and 6. Coach Antoine Joubert earned Coach of the Year honors. Softball and golf seasons will be underway by the end of March.

3.3 Academic Initiatives

No report presented.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED to approve the personnel recommendations, and Trustee Sullivan seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: Please see attached Personnel Recommendations.

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 Tax Levy of Operating Millage and Collection of College Taxes

Trustee Davis MOVED to adopt the recommended resolution for the 2009-10 tax levy of operating millage that a maximum annual tax rate of 1.5844 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 Scott seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYES: Motion Carried

Trustee Scott MOVED that the Board of Trustees adopt the resolution for the Collection of College Taxes for the fiscal year 2009-10 be collected in the same manner and at the same time as the 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 Sullivan seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYES: Motion Carried

4.3 College Facilities

CONSENT AGENDA – MAINTENANCE PROJECTS

Items 4.3.1 – 4.3.3 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

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

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYES: Motion Carried

4.3.1 The Board of Trustees approved to grant authority to the College's Construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the following project:

College-Wide Deferred Maintenance Project	<u>Project Cost</u>
Campus Walkways/Site Lighting and Concrete Sidewalk Replacement	\$1,249,300
<u>Auburn Hills Campus</u>	
OCC Project No. PF-AH09-005	

- 4.3.2 The Board of Trustees approved to grant authority to the College's Construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the following project:

College-Wide Deferred Maintenance Project Asphalt Paving, Concrete Curbs and Gutter Replacement Highland Lakes Drive, Lots A, B, C and D <u>Highland Lakes Campus</u> OCC Project No. PF-HL09-003	<u>Project Cost</u> \$1,228,400
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- 4.3.3 The Board of Trustees approved to grant authority to the College's Construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the following project:

College-Wide Deferred Maintenance Project Vestibule Entrances at Exterior Doors <u>Royal Oak Campus</u> OCC Project No. PF-RO08-009	<u>Project Cost</u> \$1,594,200
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- 4.3.4 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 were enacted by one motion.

Trustee Zimmerman MOVED to approve items 4.4.1- 4.4.10 on the Consent Agenda – Contracts and Purchases. Trustee Scott seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

4.4.1 SkidCar Emergency Vehicle Operations Training System Auburn Hills Campus – Police Academy

The Board of Trustees authorized the purchase of a SkidCar System from SkidCar System, Inc., at a cost not to exceed \$57,325.

4.4.2 Space Rental 2009 Commencement College-Wide

The Board of Trustees authorized the use of The Palace of Auburn Hills for the 2009 commencement ceremony at a cost not to exceed \$50,000.

4.4.3 Waste Removal Services
College-Wide

The Board of Trustees authorized the use of Capital Waste, Inc. for waste removal and recycling services at an estimated expenditure of \$45,576.

4.4.4 Moving and Storage Services
Highland Lakes Campus

The Board of Trustees authorized the use of Allied Office Interiors to provide services at a cost not to exceed \$38,400.

4.4.5 Moving and Storage Services Amendment (Board approved on 3/17/08)
Highland Lakes Campus

The Board of Trustees authorized the use of Palmer Moving and Storage to provide services at an amended cost not to exceed \$51,192 (was \$42,490).

4.4.6 Staff Perceptions Survey
Institutional Research

The Board of Trustees authorized the use of Educational Enhancements to conduct a staff perceptions survey at a cost not to exceed \$36,550.

4.4.7 Contract with Boundary Systems, LTD
Workforce Development Services – Contracted Services

The Board of Trustees authorized a contract with Boundary Systems, LTD for training and facilitation services at a cost not to exceed \$1,350/day for training delivered through June 30, 2009.

4.4.8 Contract with FranklinCovey
Workforce Development Services – Contracted Services

The Board of Trustees authorized a contract with FranklinCovey for training and facilitation services at a cost not to exceed \$60,000 for training delivered through June 30, 2009.

4.4.9 Utility Vehicles
Auburn Hills and Orchard Ridge Campuses

The Board of Trustees authorized the use of Weingartz and/or D&G Equipment for the purchase of five (5) John Deere Utility Vehicles at a cost not to exceed \$18,024 per vehicle.

4.4.10 Janitorial Products
College-Wide

The Board of Trustees authorized the continued use of Industrial Cleaning Supply for the provision of janitorial chemical supplies, hard goods, paper, and plastic products at a cost not to exceed \$250,000 through December 2009.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5 UNFINISHED BUSINESS

5.1 Investment Policy (first reading)

Leon LaBrecque and Brad Reynolds from LJPR, LLC discussed the Investment Policy Statement they prepared for OCC and the importance to have such a policy in place.

Trustee Kuhn MOVED and Trustee Sullivan seconded to approve the first reading of the attached policy on college investments provided by LJPR, LLC.

AYES: Bryant, Kuhn, Scott, Sullivan, Zimmerman

NAYS: Davis Motion Carried

5.2 Audit Committee

Trustee Scott reported that the committee reviewed and made two final choices on companies to manage the hotline that they would like to present to the Board.

Trustee Kuhn MOVED to table this to the next meeting. Trustee Zimmerman seconded.

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Davis, Scott Motion Carried

6 NEW BUSINESS

6.1 College Facilities

Renaming of Guest House

Trustee Davis MOVED and Trustee Zimmerman seconded to approve renaming Guest House as the Doris Mosher Foundation House.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS: Motion Carried

6.2 Governance Consultant Work Plan

Eric Craymer, from Growth Management Consulting, Inc., addressed the Board regarding his Board Governance Development Proposal.

Trustee Davis MOVED to table the work plan to the next Board meeting. Trustee Kuhn seconded.

AYES: Davis, Kuhn, Scott,

NAYS: Bryant, Sullivan, Zimmerman Motion Failed

Trustee Kuhn then MOVED to put this item over to the next Board meeting so the board has time to review the material Mr. Craymer presented, while allowing Mr. Craymer the opportunity to continue with his program in the interim. The motion was seconded by Trustee Davis.

AYES: Bryant, Davis, Kuhn, Scott,

NAYS: Sullivan, Zimmerman Motion Carried

Trustee Sullivan MOVED and Trustee Zimmerman seconded to approve the work plan presented by Eric Craymer of Growth Management Consulting in order to comply with the Higher Learning Commission's recommendations.

AYES: Bryant, Sullivan, Zimmerman

NAYS: Davis, Kuhn, Scott Motion Failed

6.3 Personnel and Employment Policy (first reading)

Trustee Kuhn MOVED and Trustee Zimmerman seconded to approve the proposed changes in Board Policy 2.2.2 as attached and directs Administration to reconcile related policies and procedures for Board consideration.

Trustee Scott MOVED to table this motion, and Trustee Davis seconded.

AYES: Davis, Scott

NAYS: Bryant, Kuhn, Sullivan, Zimmerman Motion Failed

Chair Bryant repeated the motion as first moved by Trustee Kuhn and seconded by Trustee Zimmerman to approve the proposed changes in Board Policy 2.2.2.

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Davis Scott Motion Carried

Trustee Kuhn MOVED to request the Board Chair to get a written opinion from the attorneys on the legality of this proposed bylaw change, to get appropriate language to assure Board approval for any outsourcing of existing or proposed employees, and language to serve monthly notice to the Board of personnel changes for information only. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan

NAYS: Zimmerman

Motion Carried

6.4 Trustee Travel Authorization and Expense Report

Pursuant to policy, Chair Bryant brought before the Board for acceptance a Travel Authorization and Expense Report from last summer for Trustee Ritter that was submitted past the 30-day provision. Chair Bryant indicated that the amount due in reimbursement from Trustee Ritter to the college is \$165.36.

Trustee Davis MOVED and Trustee Kuhn seconded to accept the Travel Authorization and Expense Report as presented contingent upon reimbursement by Trustee Ritter.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS:

Motion Carried

6.5 Travel and Expense Committee

Trustee Kuhn MOVED to establish a Board committee to consider travel and expense practices and procedures and to report back to the Board on the committee's recommendations. Trustee Sullivan seconded. Chair Bryant asked that the motion be amended to include the term "ad hoc committee."

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS:

Motion Carried

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Scott mentioned that she attended the memorial service for Lila Johnson, a founding OCC Trustee.

Trustee Scott distributed copies of some emails she has received regarding opinions whether to accept or not the stimulus money or to put a freeze on tuition

Chair Bryant mentioned that regarding Item 6.5, she would like to appoint Trustees Scott, Sullivan, and Kuhn to the ad hoc Travel and Expense Committee.

Trustee Davis inquired about the established procedures for students who wish to report sexual harassment. Cathy Rush, Chief Human Resource Officer, informed Trustee Davis what procedures are currently in place.

7.2 Labor Organizations and Associations

No report presented.

Trustee Kuhn MOVED to go into closed session for the purpose of labor negotiations. Trustee Scott seconded.

Chairperson Bryant requested a roll call be taken at 9:25 p.m. to go into closed session regarding labor negotiations.

AYES: Bryant, Davis, Kuhn, Scott, Sullivan, Zimmerman

NAYS: Motion Carried

The Board of Trustees returned to open session at 9:33 p.m.

Trustee Scott MOVED to approve the agreement for a new Oakland Community College Classified collective bargaining agreement covering the period of July 1, 2007 through June 30, 2011. Trustee Sullivan seconded.

AYES: Bryant, Davis, Scott, Sullivan, Zimmerman

NAYS: Motion Carried

8 ADJOURNMENT

Trustee Scott MOVED to adjourn the meeting, and Trustee Sullivan seconded.

AYES: Bryant, Davis, Scott, Sullivan, Zimmerman

NAYS: Motion Carried

Chairperson Bryant adjourned the meeting at 9:35 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Shirley J. Bryant, Chairperson

Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

ACTION

BOARD AGENDA ITEM 4.1
March 16, 2009

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on March 16, 2009

Margaret Carroll

March 17, 2009

MANAGEMENT STAFF – NON-EXEMPT

Extension of Interim Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2008-2009 Fiscal Year <u>Budget</u>
Jurmo, Julie E.	Marketing Admissions Recruiter (replacement due to employee interim appointment)	OR	\$17,318	\$7,743	03/30/09- 06/30/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

MANAGEMENT STAFF – NON-EXEMPT

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2008-2009 <u>Fiscal Year Budget</u>
Brennan, Eileen M.	Institutional Research Research Analyst (Data)	AH – M-TEC	\$54,180	\$24,224	04/06/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

MANAGEMENT STAFF – NON-EXEMPT

Promotion

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2008-2009 Fiscal Year <u>Budget</u>
Baughman, Jessica S.	Financial Services Manager Banking Services (replacement due to employee transfer)	DO	\$72,808	\$32,552	03/17/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

CLASSIFIED – FULL-TIME

Promotion/Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>2008-2009 Fiscal Year Budget</u>
Huff, Gia J.	Nursing Administrative Specialist (from Bookstore Assistant, HL)	HL	\$20.11/hr.	\$18,702	03/30/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

CLASSIFIED – FULL-TIME

Status Change/Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>2008-2009 Fiscal Year Budget</u>
Ng, Cheong K.	Financial Services Accounting Specialist (from Paraprofessional, HL)	DO	\$21.00/hr.	\$19,529	03/23/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

MAINTENANCE – FULL-TIME

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2008-2009 Fiscal Year <u>Budget</u>
Hayes, Scott H.	Operations & Maintenance Building Custodian (replacement due to employee transfer)	OR	\$13.08/hr.	\$12,164	04/06/09	X
Gandy, Jeffery	Operations & Maintenance Building Custodian (replacement due to death of employee)	OR	\$13.08/hr.	\$12,164	04/06/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% 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>
Neumann, Charles H. (08/30/84)	Mathematics Teaching Faculty	AH	04/30/09	Retirement