



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
September 21, 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 (7:02 p.m.)
Sandra Ritter, Trustee
Anne Scott, Trustee
Thomas Sullivan, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Davis MOVED to approve the agenda.

Trustee Scott made a friendly amendment to discuss Officer Contracts.

Trustee Sullivan made a friendly amendment to discuss a timeline for implementation of policy governance.

Trustee Ritter seconded.

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

NAYS: None

Motion Carried

Chair Bryant indicated that these two items would fall under New Business: 6.6 Timeline for Implementation of Policy Governance and 6.7 Officer Contracts.

1.4 Public Comments/Petitions

Debbie Macon of West Bloomfield addressed the Board suggesting that meetings be held at a larger OCC facility due to the lack of seating available.

1.5 Student Presentation

None

Chair Bryant introduced Tricia Gonzales, the Student Representative to the Board for September through November.

1.6 Approval of Minutes

1.6.1 Approval of August 17, 2009 Special Board Meeting Minutes

Trustee Davis MOVED to accept the minutes of the August 17, 2009 Special Board Meeting. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of August 17, 2009 Regular Board Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the August 17, 2009 Regular Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

1.6.3 Approval of August 24, 2009 Special Board Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the August 24, 2009 Special Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer commented on two significant OCC Foundation events. First, he advised the Board that the reception for renaming of the Guest House to the Doris Mosher Foundation House will take place on October 23rd from 2:00 to 4:00 p.m.

Secondly, Dr. Meyer reported that the Foundation's 18th Annual Golf for Scholarships event was a huge success. The \$42,000 earned for scholarships was the most received to date for this event. There were 30 sponsors and 136 registered golfers. He extended special thanks to sponsors Delta Network Services for a \$10,000 contribution and to LJPR for a \$5,000 contribution. Dr. Meyer also thanked the committee and volunteers for their time and effort in making this event such a great success.

2.2 Staff Reports

Chief Information Officer Andrew Hillberry reported on OCC's fall enrollment. College-wide student credit hours increased by 15.5% compared to the same time last year. Over a five-year period, total student credit hours increased by 21.7%. College-wide student headcount increased by 12.7% from last year at this time and increased 15.8% when compared to fall of 2005. College-wide credit hours per student increased 2.5% since last year at this time and increased 5.1% from fall of 2005.

Athletic Director Laurie Huber presented the Board with the 44th Annual Year End Report 2008-2009 for the OCC Raiders, which notes the Raiders' athletic achievements for that same period. She also shared a DVD highlighting some of the men's and women's basketball games. Ms. Huber thanked the Board for their continued support.

2.3 Introduction of New Staff

Chief Information Officer Hillberry introduced Jeffrey Zachwieja, coordinator of library electronic resources at the Auburn Hills library.

Patricia Dolly, President of the Auburn Hills campus, introduced Dr. Tsung Yu Pan, part of the teaching faculty for nanotechnology at the Auburn Hills campus.

Cheryl Kozell, Acting Chief Strategic Development Officer, introduced Zheng Wang, a research analyst in the Institutional Research Department at the Auburn Hills campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

Mary Ann McGee, College Academic Senate Chair, reported that there was no quorum for the campus Senate meetings held last week at Auburn Hills, Highland Lakes, Orchard Ridge, or Royal Oak/Southfield. The College Academic Senate meeting is scheduled for September 24th.

3.2 Student Reports

Tricia Gonzales is the new Board Student Representative for the months of September through November. Ms. Gonzales is the Vice President of Leadership, Alpha Omicron Rho Chapter of Phi Theta Kappa International Honors Society at the Auburn Hills campus. Ms. Gonzales reported on various Phi Theta Kappa activities at Auburn Hills, including the Relay for Life – an American Cancer Society fundraiser; Auburn Hills Campus Cleanup –

40 pounds of trash collected; and Habitat for Humanity – Alpha Omicron Rho worked alongside Habitat for Humanity to put finishing touches on a Pontiac home.

Ms. Gonzales also reported on various Student Life activities at the campuses. The Tuned Out Music Club has scheduled a November 20th concert at the Auburn Hills campus and a December 10th concert at the Orchard Ridge campus. Winona LaDuke, program director of “Honor the Earth,” will be speaking at the Royal Oak campus theater on October 7th. The Orchard Ridge campus is having a blood drive on October 1st. Ms. Gonzales also reported on numerous other activities taking place at the campuses.

3.3 Academic Initiatives

Executive Director of Marketing David Adams shared with the Board some of the current OCC advertising media in television, radio, billboard, and print ads. The department focuses on advertising media on cable television, radio, newspapers, billboards, internet, social networking (Facebook, MySpace, Twitter), and special events (college nights, open houses, Arts Beats and Eats, job fairs). Dr. Adams also discussed the demographics the department targets with each of these mediums.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Sullivan MOVED to approve the Personnel Recommendations. Trustee Zimmerman seconded.

A brief discussion took place in which Trustee Scott questioned the College hiring temporary staff as opposed to hiring through a contract services agency. Trustee Ritter expressed her concerns regarding hiring adjunct faculty.

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

NAYS: Ritter

Motion Carried

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 inquired if there will be a budget adjustment at the six-month period. Vice Chancellor of Administrative Services Clarence Brantley responded that he is unable to determine that at this time. He noted that property tax revenues are the

hardest to project. Vice Chancellor Brantley plans to come before the Board in November to present a preliminary budget for the next fiscal year.

4.3 College Facilities

CONSENT AGENDA – MAINTENANCE PROJECTS

Items 4.3.1 – 4.3.6 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

Trustee Ritter MOVED to approve items 4.3.1 to 4.3.6 on the Consent Agenda – Maintenance Projects. Trustee Scott seconded.

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

NAYES: None Motion Carried

4.3.1 The Board of Trustees moved 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:

Boiler, HVAC & Electrical Switchgear Equipment Replacement Building P, <u>Auburn Hills Campus</u> OCC Project No. PF-AH08-005	<u>Project Cost</u> \$4,836,900
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4.3.2 The Board of Trustees moved 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:

Perimeter Sheet Metal & EPDM Flashing Repair Building A, <u>Auburn Hills Campus</u> OCC Project No. PF-AH09-006	<u>Project Cost</u> \$ 99,150
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4.3.3 The Board of Trustees moved 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:

Northwest Ramp/Stair ADA Modification Building F, <u>Auburn Hills Campus</u> OCC Project No. PF-AH09-012	<u>Project Cost</u> \$ 69,700
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4.3.4 The Board of Trustees moved 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:

Building H Master Planning <u>Orchard Ridge Campus</u> OCC Project No. PF-OR07-009	<u>Project Cost</u> \$ 150,000
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- 4.3.5 The Board of Trustees moved 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:

Emergency Underground Sanitary Line Repair Building J, <u>Orchard Ridge Campus</u> OCC Project No. PF-OR09-008	<u>Project Cost</u> \$ 35,329
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- 4.3.6 The Board of Trustees moved 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:

Theater Stage ADA Accessibility Lila Jones-Johnson Theater <u>Royal Oak Campus</u> OCC Project No. PF-RO09-005	<u>Project Cost</u> \$ 91,000
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END OF CONSENT AGENDA – MAINTENANCE PROJECTS

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

4.4 Contracts and Purchases

- 4.4.1 Personal Protection Gear
Fire Training Institute
Auburn Hills Campus

Trustee Scott MOVED to approve the purchase of firefighter personal protection gear from Time Emergency Equipment at a cost not to exceed \$66,560. Trustee Ritter seconded.

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

NAYS: None Motion Carried

5 UNFINISHED BUSINESS

None

6 NEW BUSINESS

6.1 Staff Perception Survey

Chair Bryant indicated the Staff Perception Survey is part of the response to the Higher Learning Commission report.

Dawn Campbell, David Banchiu, and Ty Partridge, from EdEn, Inc., shared a PowerPoint presentation which detailed the findings from the Staff Perception Survey administered in

May, 2009. The online survey was sent to 807 OCC employees, of which 286 responded. The survey will be administered again in spring of 2010.

Chair Bryant asked consultant Eric Craymer to comment. Mr. Craymer discussed how policy governance will positively address many of the items presented in the Staff Perception Survey.

Trustee Sullivan MOVED to receive the findings of the Staff Perception Survey. Trustee Ritter seconded.

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

NAYS: Scott

Motion Carried

6.2 Audit Committee Members

Chair Bryant MOVED to appoint Trustee Davis to serve on the Audit Committee for a one-year term effective September 22, 2009 through September 21, 2010, to appoint Trustee Sullivan to serve for a two-year term effective September 22, 2009 through September 21, 2011, and to appoint Trustee Zimmerman to serve for a three-year term effective September 22, 2009 through September 21, 2012. Trustee Davis seconded.

Trustee Davis offered a friendly amendment to appoint Trustee Scott to serve a two-year term in her place and Trustee Sullivan to serve a one-year term.

A discussion took place as to Board members terms of office and if appointees would be able to fulfill the term proposed if elected to the Audit Committee.

Trustee Davis then amended her motion for Trustee Scott to serve a one-year term in her stead and Trustee Sullivan to serve a two-year term.

Trustee Ritter noted she was not pleased as she feels not all the appointees to this committee represent this Board well in that community, nor do they have the expertise of other Trustees.

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

NAYS: Ritter

Motion Carried

6.3 ACCT Congress Delegates

Trustee Davis MOVED that Chair Bryant and Trustee Scott serve as Oakland Community College's voting delegates at the ACCT Leadership Congress to take place in San Francisco on October 7-10, 2009. Trustee Ritter seconded.

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

NAYS: None

Motion Carried

6.4 Vice Chancellor Brantley provided a PowerPoint presentation to the Board regarding millage renewal planning for Board discussion. The objective of this presentation was to provide information about the College's need for a millage renewal.

Trustee Ritter MOVED to direct the administration to develop a millage renewal campaign for a special election to be held during the primary election in August of 2010 in order to generate property tax revenues that will continue to support all community college purposes authorized by law. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

6.5 Business and Community Alliance

Trustee Scott commented that the Business and Community Alliance was started nearly 15 years. She endorses enhancing business and community leaders' involvement with the College and believes this committee will prove advantageous.

Trustee Scott MOVED to reinstate the Business and Community Alliance, and Trustee Davis seconded.

Trustee Sullivan indicated he was not familiar with this group and requested historical information on the Business and Community Alliance.

Trustee Zimmerman asked that information come forward to the Board regarding the background of this committee.

Vice Chair Zimmerman MOVED to table this item until the next Board meeting. Trustee Sullivan seconded.

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Davis, Ritter, Scott Motion Carried

6.6 Timeline for Policy Governance

Trustee Sullivan MOVED that the Board meet five times prior to the end of December 2009 to educate Board members, develop Board policies, and then vote whether to adopt those new policies and bylaws in January 2010. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Sullivan, Zimmerman

NAYS: Ritter, Scott Motion Carried

6.7 Contracts for Administrative Officers

Trustee Scott **MOVED** to accept the proposed contracts presented by the Cabinet Officers. Trustee Ritter seconded.

Trustee Sullivan expressed an interest in receiving a legal opinion whether this proposed contract is in line with other institutions. Chair Bryant agreed.

AYES: Davis, Ritter, Scott

NAYS: Bryant, Kuhn, Sullivan, Zimmerman Motion Failed

Vice Chair Zimmerman **MOVED** to approve the previous Cabinet Officers' contracts for a two-year term effective July 1, 2009 through June 30, 2011. Trustee Ritter seconded.

Chairperson Bryant inquired of consultant Eric Craymer whether issuance of these contracts would impede Board adoption of policy governance. He responded that it would not.

AYES: Bryant, Davis, Ritter, Scott, Zimmerman

NAYS: Kuhn, Sullivan Motion Carried

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Chair Bryant distributed handouts to the Board regarding future meeting availability with the consultant Eric Craymer. She asked that the forms be returned to Cherie Foster.

Trustee Ritter gave kudos to Chair Bryant for giving all Trustees the chance to be heard.

Trustee Scott noted that Student Life is presenting a Foster Care Club Recruiting Event on October 1st at the Auburn Hills campus. She had handouts for those who were interested.

Chair Bryant thanked Student Representative Tricia Gonzales for her attendance at tonight's meeting.

7.2 Labor Organizations and Associations

OCCFA President Mary Ston expressed the displeasure of the union that their contract has not yet been settled. She asked the Board to please try to push the process along.

Trustee Ritter **MOVED** for the Board to go into Closed Session for the purpose of receiving an update on labor negotiations.

Chairperson Bryant requested a roll call be taken at 9:50 p.m. to go into Closed Session for the purpose of receiving an update on labor negotiations.

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

NAYS: None

Motion Carried

Trustee Kuhn left prior to the start of the Closed Session.

The Board of Trustees returned to Open Session after adjournment of the Closed Session at 10:24 p.m.

8 ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chairperson Bryant adjourned the meeting at 10:25 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
September 21, 2009

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on September 21, 2009

Margaret Carroll September 22, 2009

FACULTY

Temporary Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>2009-2010 Fiscal Year Budget</u>
Clark, Diana L.	Social Science Teaching Faculty – Mental Health/ Social Work	AH	\$25,110	\$6,074	09/03/09 – 12/21/09	X
Derisley, Bonnie A.	ASC (Academic Support Center) Non-Teaching Faculty (replacement due to employee death)	SF	\$20,088	\$4,859	09/03/09 – 12/21/09	X
Lowry, Joseph D.	Physical Sciences Teaching Faculty – Physics	OR	\$25,110	\$6,074	09/03/09 – 12/21/09	X
Nikiforov, Victoria	English Teaching Faculty – English (replacement due to employee retirement)	AH	\$25,110	\$6,074	09/03/09 – 12/21/09	X

*Note: The average cost of FICA and retirement is 24.19% of base salary per the College budget.

FACULTY

Recommendation for Leave-of-Absence
(contractually required)

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Michels, Leah	English Teaching Faculty	OR	\$76,710	\$34,297	01/11/10 – 05/03/10	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>	2009-2010 Fiscal Year <u>Budget</u>
Eppers, Beth A.	Applied and Engineering Technologies Administrative Specialist (from Business Office Specialist Specialist, RO)	AH	\$26.43/hr.	\$24,579	10/12/09	X

CLASSIFIED – FULL-TIME

Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Okamura, Kimberly M.	Enrollment Services Student Services Specialist (from Student Services Specialist, SF)	DO	\$22.98/hr.	\$21,371	09/28/09	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 – PART-TIME

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Scullen, Liesl A.	International Student Office Secretary	AH	\$13.49/hr.	\$3,394	10/05/09	X

*Note: The average cost of FICA and retirement is 24.19% 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>	<u>2009-2010 Fiscal Year Budget</u>
Kubit, David W.	Maintenance Facility Technician (replacement due to employee death)	HL	\$21.86/hr.	\$20,329	10/05/09	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.

PUBLIC SAFETY – FULL-TIME

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Taylor, Kevin O.	Public Safety Public Safety Officer (replacement due to employee resignation)	CW	\$20.39/hr.	\$18,962	10/05/09	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>
Sargeant, Arden L. (08/06/01)	Academic Support Center (ASC) Faculty – Non-Teaching	SF	08/31/09	Deceased
Prescott, Jo L. (06/28/83)	Computer Information Systems (CIS) Paraprofessional	RO	12/31/09	Retirement