



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
January 25, 2010
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
Sandra Ritter, Trustee
Anne Scott, Trustee
Thomas Sullivan, Trustee

Absent

None

1.3 Approval of Agenda

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

Trustee Scott requested that the agenda be amended to remove items 6.3 Hiring/Freeze and 6.4 Teaching Certificates. Trustee Ritter requested that item 6.2 Succession Planning be removed from the agenda to be handled at a later retreat after information from MCCA is received.

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

NAYS: None

Motion Carried

Chair Bryant introduced and welcomed Ruban Jimmy who will be serving as our student representative from Orchard Ridge campus for the month of January.

1.4 Public Comments/Petitions

None

1.5 Student Presentation

None

1.6 Approval of Minutes

1.6.1 Approval of December 7, 2009 Special Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the December 7, 2009 Special Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of December 14, 2009 Special Board Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the December 14, 2009 Special Board Meeting. Trustee Scott seconded.

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

NAYS: None Motion Carried

1.6.3 Approval of December 14, 2009 Regular Board Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the December 14, 2009 Regular Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Millage Update

Dr. Meyer discussed the upcoming Millage Campaign. He expressed how the millage renewal will allow OCC to continue as a leader in this region's economic recovery by providing high-quality education to everyone. The campaign consists of three phases: Internal Communication, Stakeholder Event, and External Communication. Dr. Meyer explained the Board Ambassador Program, and also discussed the campaign timelines.

HLC Report

Dr. Meyer provided an update on The Higher Learning Commission report that is due on May 1, 2010. Dr. Meyer went on to explain the processes that are involved in the report, as well as the report content.

2.2 Staff Reports

Enrollment

Chief Information Officer Andy Hillberry updated the Board on the college-wide One Tenth Day enrollment figures with First Day of Session figures for the same term.

- College-wide Student Credit Hours (252,031) increased by 14.9% when compared with the same time period last year and over the five-year period (2006 to 2010) increased by 32.4%.
- Student Headcount (29,261) increased by 12.6% since last year and by 23.7% over the five-year period.
- College-wide Credit Hours per Student (8.61) increased by 2.0% since last year and by 7.0% over the five-year period.

Mr. Hillberry also reported that although the following are not official numbers, four years ago 18,000 financial aid applications were received and \$21 million was awarded. Today, 35,000 financial aid applications have been received and \$50 million awarded.

2.3 Introduction of New Staff

None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

None

3.2 Student Reports

Dr. Jacqueline Shadko, President of Orchard Ridge campus, introduced Ruban Jimmy, who is majoring in Liberal Arts focusing on mathematics.

Mr. Jimmy reported on Student Life activities at the campuses. Classes for winter 2010 started the week of January 11th, and all of the campuses celebrated welcome back week. On January 14th the campuses conducted activities related to Martin Luther King, Jr. An Assault Prevention and Self Defense Workshop was held at the Auburn Hills campus on January 23rd. Highland Lakes campus will celebrate Student Super Bowl Party Week beginning January 25th. On January 30th, the third annual Raiders fan appreciation day will be held at the Highland Lakes campus. Mr. Jimmy also reported that the Men's and Women's cross country teams both took second place in state and district competitions, and both placed 17th as a team at nationals.

3.3 Academic Initiatives

Student Support Services

Marty Smydra, Interim Vice-Chancellor of Academic and Student Affairs, identified 9 or 10 areas where students can access direct services; however, many of these services are duplicated. Dr. Smydra plans to identify team members to develop a coordinated approach to Student Support Services among campuses.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED to approve the Personnel Recommendations. Trustee Ritter seconded.

Trustee Zimmerman questioned how resignation positions are handled. Chief Human Resource Officer Cathy Rush responded that these open positions are presented to the Vacancy Review Committee for review.

Trustee Ritter asked if we should have additional staff in the Public Safety Department. Ms. Rush responded that this department has been increased over the past couple of years, and Vice Chancellor of Administrative Services Clarence Brantley responded administrative functions are under review, which would include Public Safety.

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

NAYS: None Motion Carried

4.2 Business and Finance

4.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

Trustee Scott followed up on an email she previously sent to Mr. Brantley pointing out that Citizens Bank was not listed on the report. Mr. Brantley reported that he had his staff review this and Citizens Bank was never part of this report; however, he would have them check it again.

4.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

4.2.3 Five-Year Budget Projection

Vice Chancellor of Administrative Services Clarence Brantley presented a PowerPoint presentation outlining OCC's five-year budget projection and several handouts were distributed to the Board regarding the same.

Trustee Zimmerman inquired how much it costs to operate each campus. Mr. Brantley responded that he has attempted to calculate this, but it is difficult because many employees report to different cost centers. Trustee Ritter asked if Mr. Brantley could break this down by cost centers. Trustee Zimmerman asked Mr. Brantley to report in April with suggestions on how to balance the budget for 2009-10 and with suggestions on what to do for the upcoming years. Trustee Sullivan asked if the figures presented were based on the millage renewal passing, and Mr. Brantley replied in the affirmative.

4.2.4 Investments

Mr. Brantley reviewed with the Board the breakdown of OCC's investments. He reported that 86% of our funds are with secure governmental agencies. Less than 1% of OCC's portfolio are in CDs. Mr. Brantley is still reviewing the CDARS investment options. Currently, only three of our banks participate in that program.

Trustee Zimmerman expressed her concern about UBS Financial, and Mr. Brantley indicated the matter was being examined.

Trustee Ritter asked about the GM endowment money that is set aside for scholarships and payment of bonds. She questioned if there would be a time when some of this money could be utilized in a different way. Mr. Brantley responded that all avenues are being looked into and that possibly some of that money could be used as a temporary fix.

Trustee Sullivan voiced his concerns about the CDs we have with Clarkston State Bank and The Private Bank due to an unfavorable article he read about these banks in the fall. Mr. Brantley responded that as the CDs mature, he will assess the risk of these institutions at that time.

Trustee Sullivan inquired where we stand with external versus internal management of our funds. Mr. Brantley indicated that he thought the Board had directed internal management of funds since the legislation was passed.

4.3 College Facilities

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

Trustee Sullivan noted that OCC had an \$18.5 million in cost savings, and he asked Mr. Brantley if he thought we may realize further savings on construction costs due to the economy. Mr. Brantley replied that OCC is receiving better bids.

Trustees Sullivan and Ritter requested that the contract with Auch be looked at to see if there is any negotiation room. Mr. Brantley responded that it is a ten-year contract that was approved by the Board, but that he will pursue it further.

Trustee Zimmerman questioned the expenses associated with the Pontiac Center, Pontiac Place, and Rochester Hills. Mr. Brantley responded that there are 18 staff people at Pontiac Center, which houses the Professional Development and Training Center and computer rooms for training.

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Trustee Ritter MOVED that items 4.4.1 and 4.4.3 be removed from the consent agenda. Trustee Davis seconded.

Items 4.4.2 and 4.4.4 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

Trustee Scott MOVED to approve items 4.4.2 and 4.4.4 listed on the Consent Agenda – Contracts and Purchases. Trustee Zimmerman seconded.

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

NAYS: None

Motion Carried

4.4.2 Printing Services for 2010 College-Wide

The Board of Trustees approved the use of Macomb Printing to provide printing services for the Schedule of Classes through December 31, 2010 at a cost not to exceed \$60,588.

4.4.4 Affiliation Agreement with Livonia Woods Health Care Administration Program Southfield Campus

The Board of Trustees approved the College entering into an agreement with Livonia Woods of Livonia, Michigan and authorized the Chairperson to execute the agreement.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

4.4.1 Network Maintenance
Information Technologies
College-Wide

Trustee Ritter inquired what services we receive from Delta Network Services to justify paying \$362,032. Mr. Hillberry responded that this covers the maintenance for approximately 20,000 networking devices from firmware to software repairs at all campuses and in the classrooms. It also includes firmware and software upgrades at no cost.

Trustee Ritter MOVED to approve the use of Delta Network Services to provide network maintenance services at a cost not to exceed \$362,032 through January 31, 2011. Trustee Scott seconded.

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

NAYS: None Motion Carried

4.4.3 Technology Enhanced Classrooms
College-Wide

Trustee Ritter asked how many systems the College was planning to purchase. Mr. Hillberry responded that normally we purchase three to four a year per campus.

After a discussion, Chair Bryant stated this item would be tabled until next month and requested additional information be provided for the Board to review.

5 UNFINISHED BUSINESS

None

6 NEW BUSINESS

6.1 Governance Leadership Institute

Trustee Ritter MOVED to have the entire Board and the Chancellor attend the March 4-6, 2010 Governance Leadership Institute in Tempe, Arizona. Trustee Davis seconded.

Trustee Ritter felt this seminar would prove helpful to the Board. Both Trustees Ritter and Davis felt that this seminar would tie in with the HLC requirements. Trustee Davis mentioned that no approval was required for certain Board members to attend the Board Policy conference in Montreal; however, all trustees had been invited to attend. Trustee Sullivan reviewed the entire seminar agenda with the Board, which he feels is a duplication of our consultants' efforts. Trustee Davis indicated that if the entire Board was not allowed to go, she would like to attend individually. Trustee Kuhn felt that the timing for registration was too late to consider this seminar, but that the Board should not necessarily rule it out in the future.

AYES: Davis, Ritter, Scott

NAYS: Bryant, Kuhn, Sullivan, Zimmerman Motion Failed

Trustee Davis withdrew her request to attend the conference individually.

Chair Bryant asked the Travel Committee to meet and report back to the Board on a revised travel policy.

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter requested information regarding teaching certificates from MCCA.

Trustee Ritter MOVED that materials for Board meeting agenda items be received by all Board members no less than five business days prior to the meeting. Trustee Scott seconded.

A discussion ensued whether this may hamper the Board addressing items in a timely manner. There are times that information is not available until the last minute.

Chair Bryant cited policy 1.4.4 that action items shall not be recommended to the Board for approval nor placed on a regular or special meeting agenda unless informational material has been provided in a study session or placed in the U.S. Mail for delivery to Board members at least one week prior to said regular or special meeting. Chair Bryant concluded that every attempt will be made to have items forwarded in a timely manner.

Trustee Ritter asked that future Special Meetings/Board Workshops be held at an OCC location. She would also like the Board to brown bag their meals for Board meetings.

Trustee Scott noted that two OCC-affiliated individuals were honored at HAVEN's annual meeting last week – Womencenter Coordinator Arlene Frank and former Trustee Jeanne Towar.

Trustee Scott is pleased to report that the Clyde Harnack Firefighter Scholarship is now fully funded.

Trustee Scott expressed her disappointment at not being included in the campus millage update meetings held for OCC employees.

Trustee Davis thanked Public Safety Officer Darryl Daniels for assisting in the emergency traffic helicopter landing at OCC's Orchard Ridge campus last Friday.

7.2 Organizations and Associations

None

Chairperson Bryant requested a roll call be taken at 9:37 p.m. to go into Closed Session for the purpose of discussing pending litigation.

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

NAYS: None Motion Carried

Trustee Davis left the meeting prior to the start of the Closed Session.

The Board of Trustees returned to Open Session under adjournment of the Closed Session at 9:58 p.m.

8 ADJOURNMENT

Chairperson Bryant adjourned the meeting at 9:58 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
January 25, 2010

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on January 25, 2010

Margaret Carroll January 26, 2010

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>
Gray, Muriel M.	Enrollment Services Student Services Specialist (from Secretary, OR)	SF	\$21.44/hr.	\$21,183	02/01/10	X

CLASSIFIED – FULL-TIME

Promotion

<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>
Sevegney, Mary K.	Business Office Business Office Specialist (from Paraprofessional, RO)	RO/SF	\$24.58/hr.	\$24,285	02/01/10	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.50% 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>
Sedzicka, Magdalena A.	Academic Support Center Paraprofessional - ASC (replacement due to employee transfer)	RO	\$18.53/hr.	\$4,739	02/01/10	X

CLASSIFIED – PART-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>
Jerome, Michelle M.	Business Office Business Office Specialist (from part-time Financial Aid Specialist, AH)	AH	\$24.58/hr.	\$6,286	02/01/10	X

*Note: The average cost of FICA, retirement and fringe benefits for part-time employees is 24.59% 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>
Ahern, Leslie S. (01/05/04)	Applied & Engineering Technologies Paraprofessional (part-time)	AH	12/22/09	Resignation
Meissner, Matthew A. (11/02/09)	Public Safety Public Safety Officer	CW	12/18/09	Resignation