



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
October 18, 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  
Sandra Ritter, Trustee  
Thomas Sullivan, Trustee

Absent

Pamala Davis, Secretary  
Tom Kuhn, Trustee  
Anne Scott, Trustee

1.3 Approval of Agenda

Trustee Zimmerman MOVED to accept the agenda. Trustee Sullivan seconded.

AYES: Bryant, Ritter, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

None

Chair Bryant welcomed several of the candidates in the audience who are running for the OCC trustee positions.

1.5 Student Presentation

None

## 1.6 Approval of Minutes

### 1.6.1 Approval of September 20, 2010 Special Board Meeting Minutes

Trustee Sullivan MOVED to accept the minutes of the September 20, 2010 special board meeting. Trustee Zimmerman seconded.

AYES: Bryant, Ritter, Sullivan, Zimmerman

NAYS: None Motion Carried

### 1.6.2 Approval of September 20, 2010 Regular Board Meeting Minutes

Trustee Sullivan MOVED to accept the minutes of the September 20, 2010 regular board meeting as amended by Trustee Ritter. Trustee Ritter seconded.

Trustee Ritter asked that under 5.1 the following sentence be added: Dr. Meyer is going to provide information to the College regarding the taping costs of the September 20<sup>th</sup> board meeting.

AYES: Bryant, Ritter, Sullivan, Zimmerman

NAYS: None Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Dr. Meyer reminded the Board they are going to be provided staff reports this coming year as operational status reports from all the different resource areas, as well as from the campuses.

Another item Dr. Meyer drew to the attention of the Board is under Academic Initiatives on the agenda. The Board will be provided an articulated series of presentations around the strategic plan priorities relating to student success and measures of organizational performance in this regard.

Dr. Meyer announced OCC won a Gold Medallion Award from the National Council for Marketing and Public Relations (NCMPR) for the "Drumbeat" 30-second commercial. The NCMPR awards gold, silver and bronze awards in more than 50 different categories, and this is the fifth medal that OCC has received in the past six years. Dr. Meyer offered congratulations to the producers of this commercial including now retired Executive Director of Marketing Dave Adams, Director of Communications George Cartsonis, and Juice Advertising of Waterford.

## 2.2 Staff Reports

Human Resources – Chief Human Resource Officer Catherine Rush presented a PowerPoint on College human resources. The three primary functions of H.R. are: Personnel Services (recruitment, hiring, benefits, performance, compensation, personnel records, terminations), Employee Relations (contract administration and negotiations, EEO and ADA, agency complaints, lawsuits), and Professional Training and Development (new employee/faculty orientations, leadership, technology, health/safety, diversity). Ms. Rush continued some H.R. challenges are property tax revenue decline, the Michigan Retirement Incentive Program, and National Health Care Reform. She also noted H.R. opportunities include redesign efforts and the Retirement Incentive Program coordinated with strategic planning and redesign initiatives.

Campus Safety – Director of Public Safety Terry McCauley presented the OCC 2010 Annual Department of Public Safety Report. The report highlighted statistical data on calls for service, organizational structure, and projects under development in public safety. The report appears on the OCC Public Safety website with daily updates. All information compiled is in accordance with the federal Clery Act. Mr. McCauley also discussed the new OCC Emergency Alert System. Trustee Ritter applauded Mr. McCauley for such an extensive report and commended him on the safety at OCC.

## 2.3 Introduction of New Staff

Chief Human Resource Officer Catherine Rush introduced Susan Williams, a new administrative assistant in H.R.

## 3. ACADEMIC AND STUDENT AFFAIRS

### 3.1 Academic Senate Reports

College Academic Senate Chair Mary Ann McGee reported meetings have begun for the new academic year. The senate is continuing review of the liberal arts degree and establishing minimal literacy standards for transfer-level courses. They are also supporting Dr. Holcomb's request for expanding online offerings.

### 3.2 Student Reports

Ms. Kimberly Vettraino, a student at the Highland Lakes campus, updated the Board on a variety of student activities at the campuses, as well as OCC athletics.

### 3.3 Academic Initiatives

#### K-12 Initiatives (Early College Program)

Vice Chancellor of Academic and Student Affairs Dr. Richard Holcomb presented OCC's focus on public school partnership, (K-12) Oakland Early College, and College Readiness.

This partnership between OCC and West Bloomfield School District allows high school students to take college preparatory coursework and provides OCC credit. This program fulfills two of the five strategic outcomes: promoting student success and expanding community engagement. Oakland Early College promotes access and improves the quality of education available to underserved students, while developing college-level skills and appending the relationships with K-12. Dr. Holcomb turned the presentation over to Orchard Ridge Campus President Jacqueline Shadko

Dr. Shadko detailed Oakland Early College. During the first year of operation at OCC (2008-09), 92 students participated from grades 10 and 11. During 2009-10, 144 students participated from grades 10, 11, and 12. The third year (2010-11) 167 students participated from grades 10, 11, 12, and 13 (+9).

Of the 45 new students who participated in 2010-11, 22% were homeschooled, 22% attended private schools, 16% attended West Bloomfield schools, and 40% attended other districts. Admissions are capped at 150 to 175, with WBSD as School of Choice district. Admission to the program is a four-part process: informational meeting, school visit, application, and interview. Some of the successes for OEC are a course completion rate of 94% and 98% for Winter 2010 and Summer I 2010 respectively. Test Results for 2008-09 and 2009-10 consist of 10<sup>th</sup> grade Pre-ACT PLAN test administered and 11<sup>th</sup> grade ACT results being 1 to 3 points higher than predicted by PLAN test. Also, Early Colleges nationally have a college attendance rate of 70%, where Oakland Early College has a 100% attendance rate as of winter 2010.

### College Readiness

Dr. Holcomb informed the Board that the College Readiness program is for students who apply to OCC, but are not prepared for the college-level work. The students consist of individuals needing developmental education for retraining in a different career or recent high school graduates with low reading, writing, or math skills. OCC has employed many services to address the needs of these students such as Power path for the workforce students, Man Up, the Womencenter, and an ACCESS department on each campus.

OCC is also participating in “Achieving the Dream.” Efforts to improve student outcomes and reduce achievement gaps among subgroups of students based on five indicators are part of the program. Indicators are completion of developmental courses and progression to credit-bearing courses, completion of gateway courses (particularly first college-level or degree-credit courses in math and English), completion of attempted courses with a “C” or better, persistence from term to term and year to year, and attainment of credentials.

## **4. COLLEGE RESOURCES**

### 4.1 Personnel Recommendations

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

AYES: Bryant, Ritter, 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.

##### 4.2.2 General Fund Budget Status Report

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

Dr. Meyer commented that compared to last year at this time, we are currently above revenue targets and below expenses.

#### 4.3 College Facilities

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

#### 4.4 Contracts and Purchases

### **CONSENT AGENDA – CONTRACTS AND PURCHASES**

Trustee Ritter requested that item 4.4.10 be removed from the Consent Agenda.

Items 4.4.1 to 4.4.9 and 4.4.11 to 4.4.12 listed below on the Consent Agenda – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Ritter MOVED to approve items 4.4.1 to 4.4.9 and 4.4.11 to 4.4.12 listed on the Consent Agenda – Contracts and Purchases. Trustee Sullivan seconded.

AYES: Bryant, Ritter, Sullivan, Zimmerman

NAYS: None

Motion Carried

##### 4.4.1 Furniture and Installation Services I Buildings H and J Auburn Hills Campus

The Board of Trustees approved the purchase and installation of furnishings from Public Place Design at a cost not to exceed \$62,973.

4.4.2 Furniture and Installation Services II  
Buildings H and J  
Auburn Hills Campus

The Board of Trustees approved the purchase and installation of furnishings from Interior Environments at a cost not to exceed \$60,696.

4.4.3 Hydraulic/Pneumatic Trainers  
Auburn Hills Campus

The Board of Trustees approved the purchase of Amatrol Hydraulic/Pneumatic Trainers from Applied Technology Systems at a cost not to exceed \$249,660.

4.4.4 Atomic Forces Microscope  
Nanotechnology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of an Atomic Forces Microscope from NT-MDT America Inc. at a cost not to exceed \$88,078.

4.4.5 Electron Microscope  
Nanotechnology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of an Electron Microscope from JEOL USA, Inc. at a cost not to exceed \$200,000.

4.4.6 Hardness Testers  
Nanotechnology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of two Hardness Testers from LECO Corporation at a cost not to exceed \$55,330.

4.4.7 Microscopes  
Nanotechnology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of the Microscopes from LECO Corporation at a cost not exceed \$62,318.

4.4.8 Nanomechanical Testing Equipment  
Nanotechnology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of Nanomechanical Testing equipment from Hysitron, Inc. at a cost not to exceed \$99,000.

4.4.9 Spectrometer & Spectrophotometer Equipment  
Nanotechnology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of Spectrometer and Spectrophotometer equipment from PerkinElmer Inc. at a cost not to exceed \$62,888.

4.4.11 Michigan Asset/Compass Users Group Purchase  
College-Wide

The Board of Trustees approved the purchase of COMPASS placement tests and scoring sheets from ACT at a cost not to exceed \$84,700.

4.4.12 Office Supplies  
College-Wide

The Board of Trustees approved the use of OfficeMax for the purchase of office and technology supplies at an annual expenditure not to exceed \$700,000.

**END OF CONSENT AGENDA – CONTRACTS AND PURCHASES**

4.4.10 Marketing Services  
College-Wide

Trustee Ritter inquired as to the number of hours we anticipate will be needed for the marketing services. Dr. Meyer stated this is standard practice, similar to other service contracts, but stated it was not to exceed the proposed \$60,000 amount.

Trustee Ritter then asked if this could be done internally. Dr. Meyer responded OCC needs the professional experience of an outside firm.

Trustee Sullivan MOVED to approve the use of JankowskiCo. for marketing services with the marketing and communications plan development portion not to exceed \$60,000. Trustee Zimmerman seconded.

AYES: Bryant, Sullivan, Zimmerman

NAYS: Ritter

Motion Failed

Trustee Zimmerman asked Trustee Ritter what information she would need to help in her decision regarding the marketing services. Trustee Ritter responded that she would have to think about it. Chair Bryant asked Trustee Ritter to let Dr. Meyer know once she discerns the information she is looking for, as the College needs these marketing services. Trustee Ritter stated that she would.

## **5 UNFINISHED BUSINESS**

### 5.1 Televising Board Meetings

Dr. Meyer reviewed two options for televising the monthly board meeting. The first option is the no-cost item under Public Access Television Broadcasting, which is commonly done by the 28 school districts. The second option, as has been requested by some of the Board members, is to have the meetings professionally videotaped and distributed for broadcasting on cable channels. Dr. Meyer referenced the document provided to the Board for the costs associated with this option. A third option, Dr. Meyer pointed out, could follow the Oakland County Board of Commissioners where the four municipal cable commissions provide a promotional offer for the first year. After a year, a contract is made with the cable commissions.

Trustee Zimmerman pointed another option is to broadcast on OCC's website, which would be at no cost and accessible all the time.

Trustee Ritter questioned how this expenditure can be translated into student success and learning. Dr. Meyer responded that it relates to public transparency and accountability on OCC's efforts related to student success.

Chair Bryant commented we are an institution and paid for by the public, and it is very important for the College to have a public presence. It would be an opportunity, like all of the other institutions in Oakland County who have already made this decision, to learn more about us and to become more involved. She believes it would make a terrible statement for the Board not to move forward on this.

For the sake of transparency, Trustee Sullivan agreed entirely to broadcasting the meetings.

Chair Bryant asked Dr. Meyer what the next step is. Dr. Meyer replied the College is seeking direction from the Board, especially if it is looking into the more elaborate proposal, so we know how to proceed with obtaining RFPs.

Trustee Zimmerman said when the decision is made, the Board needs to think about the future and think higher than we are. She believes broadcasting on our website will attract young individuals.

Chair Bryant proposed that this be carried over to the November meeting when they hope to have a full Board present, and the other trustees agreed.

Trustee Ritter wants to know what other community colleges are doing, wants cost comparisons, and a formal business plan. Trustee Zimmerman stated that this item is information, only. A motion will have to be made at the next meeting to address Trustee Ritter's requests.



## 5.2 Cost of Textbooks

Dr. Meyer provided an update on the Cost of Textbooks. Upon contacting the printer provided by Trustee Scott, the services provided by this company would be beneficial for the printing of course packs. After five of our bookstores were contacted, it was determined that there is not a need for this service since few courses require more than one textbook. Dr. Meyer also referenced an article from *The Chronicle* that the trustees received in their board packets. The article spoke as to textbooks going digital and instructors being able to build their own textbooks for classes.

## 5.3 Update on Cabinet Evaluation Plan

Dr. Meyer provided an update on the progress in building a comprehensive evaluation and compensation system for the Cabinet as presented in the Board packet. Standards for setting goals are first being designed for the presidents related to objective measures of student success from the strategic plan and defined campus authority. The work on presidential goal standards started in July and is nearing completion. Dr. Dolly is meeting with her fellow presidents this week to finalize. Related to this effort, a comprehensive compensation system is also under review that will include salary data from a professional survey firm, as well as addressing the need for professional development. It is anticipated this system will come to the Board no later than December.

Trustee Zimmerman stated that she doesn't feel the Chancellor's evaluation system should be included with the Cabinet evaluation process. The Chancellor evaluation process is something the Board works on and is currently working on, and it would be something totally different than the Cabinet's. Dr. Meyer replied that we have one strategic plan. The concept was to have an articulated evaluation system that has everybody working together, not different parties doing different things at different times.

Trustee Zimmerman stated that what Dr. Meyer is bringing forth to the Board now and in the future will be strictly on the Cabinet's evaluation. She went on to say that the Chancellor won't be bringing forth to the Board his evaluation system. The Board will bring that forth to the Chancellor.

Chair Bryant added that the Board just spent several hours this afternoon with George Potter, who reiterated to them that all of the Chancellor's evaluation should be based on both evaluation efforts and institutional progress. From that point of view, Chair Bryant commented, it makes perfect sense to consider these together.

Trustee Ritter asked if the compensation will be part of the evaluation process. Dr. Meyer affirmed it will be.

## 5.4 Arts, Beats & Eats Update

Royal Oak/Southfield Campus President Steven Reif provided an update on the Arts, Beats & Eats event. Taking into account the figures we have received to date from the City of Royal Oak compared with our expenses put OCC at a net loss of \$18.67 for this event. Dr. Reif

indicated that he will address the Cabinet on how to handle this next year. Trustee Ritter commented that it was good marketing for OCC.

## **6 NEW BUSINESS**

### **6.1 ACCT Congress Delegates**

Trustee Ritter MOVED that Chair Bryant and Trustee Scott should serve as Oakland Community College's voting delegates at the ACCT's 41<sup>st</sup> Leadership Congress to take place in Toronto on October 20-23, 2010. Trustee Sullivan seconded.

AYES: Bryant, Ritter, Sullivan, Zimmerman

NAYS: None

Motion Carried

## **7 COMMUNITY COMMENTS**

### **7.1 Board Member Reports and Comments**

Chair Bryant addressed OCCFA President Nick Valenti regarding his request to move item 7.2 Organizations and Associations to a spot earlier in the meeting. Mr. Valenti stated that he is requesting a spot to speak at the beginning of the agenda, as well as at the end. Trustee Zimmerman recommended this be discussed at a special board meeting, when all of the Board members are present.

### **7.2 Organizations and Associations**

OCCFA President Nick Valenti thanked the Board for taking his request under consideration.

## **8 ADJOURNMENT**

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

AYES: Bryant, Ritter, Sullivan, Zimmerman

NAYS: None

Motion Carried

Chairperson Bryant adjourned the meeting at 8:55 p.m.

Respectfully submitted,

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Cherie A. Foster

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Date

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Shirley J. Bryant, Chairperson

Not present

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Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

**ACTION**

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BOARD AGENDA ITEM 4.1

*PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on October 18, 2010

Margaret Carroll October 19, 2010

**CLASSIFIED – FULL-TIME**

**Promotion/Transfer**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2010-2011 Fiscal Year <u>Budget</u></b>
Pullins, Jennifer M.	Counseling Student Services Specialist (from Secretary, Nursing, HL)	OR	\$17.38/hr.	\$16,777	11/01/10	X
Ford, Krystal N.	Auxiliary Services/Bookstore Bookstore Assistant (from Secretary, Student Financial Resources & Scholarships, AH)	AH	\$18.53/hr.	\$17,888	10/26/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 46.41% of annual base salary per the College budget

**CLASSIFIED – PART-TIME**

**Appointment**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2010-2011 Fiscal Year <u>Budget</u></b>
O'Donnell, Sandra M.	Institutional Research Interviewer (replacement due to employee resignation)	AH	\$8.74/hr.	\$2,460	11/01/10	X
Kendall, Lindsay M.	Institutional Research Interviewer (replacement due to employee resignation)	AH	\$8.74/hr.	\$2,460	11/01/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for part-time employees is 27.06% of annual base salary per the College budget

**SEPARATIONS**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Effective</u></b>	<b><u>Reason for Separation</u></b>
Feijoo, Linda N. (01/29/93)	Enrollment Services Student Services Specialist	DO	10/31/10	Retirement