



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
April 18, 2011
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 Chair Kuhn.

1.2 Attendance

Present

Thomas Kuhn, Chair
Pamala Davis, Secretary
Thomas Sullivan, Treasurer
Shirley Bryant, Trustee
Sandra Ritter, Trustee
Anna Zimmerman, Trustee

Absent

Daniel Kelly, Vice Chair

1.3 Approval of Agenda

Trustee Sullivan MOVED to amend the agenda and delete items 6.1 Personnel and Employment Policy and 6.2 Chancellor's Evaluation. Trustee Bryant seconded.

Trustee Zimmerman questioned the reasoning for removing these items from the agenda. Trustee Davis responded that she had questions regarding the personnel policy, and she would like to wait until the Board is in a special meeting with George Potter in order to go into more detail on this item. Regarding the Chancellor's evaluation, Trustee Davis indicated the evaluation that George Potter submitted is possibly provisional, and she has questions regarding that.

Trustee Ritter inquired who the author was of the personnel policy. Chair Kuhn responded that he had some input into it, as well as he believes the College attorneys had some input a few years ago. Trustee Ritter requested the next time this item is on the agenda, she would like to have historical information as to when this was previously presented and the back-up documentation.

No vote was taken to approve the removal of agenda items 6.1 and 6.2.

Trustee Zimmerman MOVED to amend the agenda to add the Audit Committee as an action item under Unfinished Business 5.1 for the purpose of voting that an audit committee report come before the Board after each of their meetings. Trustee Ritter seconded.

Chair Kuhn stated that he will not support this motion as the Board has no documentation on this item. He further stated that the Chair of the audit committee has not been notified of this item, and it would be unfair to bring it forward without him in attendance.

Trustee Bryant said that the Board has talked several times about the opinions that were expressed by George Potter on this subject, and her understanding is that the Board is going to have an opportunity to interact with Mr. Potter and it would be helpful for the entire Board to hear his thoughts.

Trustee Zimmerman clarified that all she is asking for is a report to come before the Board after an audit committee meeting has taken place.

Chair Kuhn suggested we put this on the May agenda and provide notice to the Audit Committee chair and have him present.

Trustee Ritter suggested it would be helpful if the Board could have a calendar and an agenda for the Audit Committee, so the Board would know what the Audit Committee Chair would be addressing at the Board meeting.

Trustee Zimmerman stated that she feels it is the Board's responsibility to know what is going on with its committees.

Trustee Davis asked for clarification if Trustee Zimmerman is requesting for written reports to be provided to the Board for their meeting. Trustee Zimmerman responded that the minutes from the Audit Committee should be provided in the Board packet for clarification. Trustee Davis suggested this be an informational item that could be included in the Board packets. She further suggested that if there is something to report, it could be brought forward on the agenda under "Board Member Reports and Comments."

Chair Kuhn called for the vote of adding the Audit Committee to the agenda.

AYES: Ritter, Zimmerman

NAYS: Bryant, Davis, Kuhn, Sullivan Motion Failed

Chair Kuhn called for the vote to approve the agenda.

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

NAYS: None Motion Carried

1.4 Public Comments/Petitions

OCC student Scott Hingst addressed the Board regarding acceptance into the nursing program. Chair Kuhn asked Administration to look into this matter and communicate their findings to the Board.

1.5 Student Presentation

None

1.6 Approval of Minutes

1.6.1 Approval of March 21, 2011 Regular Board Meeting Minutes

Trustee Bryant MOVED to accept the minutes of the March 21, 2011 regular board meeting. Trustee Sullivan seconded.

Trustee Zimmerman asked the minutes be amended to include points she made under 5.3 Cabinet Compensation Equity. She would like inserted that she informed the executive staff that she was not against them personally. She stated that she had also asked the Board review this in a more strategic manner. Secretary Foster will review the DVD and ensure these statements are included in the minutes.

Chair Kuhn called for the vote on the March 21, 2011 regular board meeting minutes as amended.

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

NAYS: None Motion Carried

1.6.2 Approval of March 28, 2011 Special Meeting Minutes

Trustee Ritter MOVED to accept the minutes of the March 28, 2011 special board meeting. Trustee Bryant seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer addressed a request of the Governor's office regarding the performance measures for community colleges. Accordingly, the Michigan Community College Association put together a collective performance measurement system for the community college system.

MCCA used OCC's strategic plan format and definitions of student success; college readiness, employment readiness, and transfer readiness, as a framework to build some of the measurement system. The Governor's office approved the measures and added another measure –the scope of dimension of developmental education needs.

Dr. Meyer continued there are three different budget perspectives at the state level. The first level is the Governor's level with no cuts to community colleges. When the Governor says there are no cuts this year, he also includes next year, as this is a two-year budget. The senate recently introduced a bill cutting community colleges by three to four percent, and the house is looking at a fifteen percent cut in community college appropriations. There is a lot pressure within the educational system because community colleges were moved into the student aid fund. This is considered by school districts that community colleges are taking money away from the K-12 system. Dr. Meyer talked with the superintendent of ISD last week to ensure that although we may be politically competitive, it won't be in a destructive way.

Trustee Davis asked if this would affect the Pontiac Promise Zone. Dr. Meyer replied the Promise Zone is addressed under separate legislation.

Trustee Bryant inquired if there have been any conversations about fund equities and what might happen to those who have fund equities. It is a very serious concern, and there are a lot of community colleges that have a very strong equity fund position and that will be seriously considered as part of all of this discussion. Trustee Bryant asked to go on record that if we lose that money she is going to be upset.

2.2 Staff Reports

None

2.3 Introduction of New Staff

None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

Academic Senate Chair Mary Ann McGee provided a progress report on the Student Learning Academy, highlighting its goals, timeline, recent activities, and use of assessment results.

In reference to developmental education, Trustee Zimmerman asked if OCC has ever considered offering a required course for students that focusing on study skills, key cognitive strategies, and setting goals. In her understanding, other colleges offer this mandatory three credit course, and it is transferable to other colleges. Ms. McGee responded that every student coming into the College is evaluated through either our own internal assessment or data that students bring with them from either ACT or SAT. Based

on that information, students are placed in developmental English or developmental-level math or regular College-level coursework. The College also has a number of support mechanisms, one being a study skills class. We also have an Achieving the Dream subcommittee who has already recommended and mandated an orientation for developmental students.

Trustee Ritter noted that she was overwhelmed and finds refreshing the fact that we are so transparent.

Trustee Bryant asked if all of this movement began since the Higher Learning Commission's visit. Ms. McGee replied that in some format or another, the College has been working on general education outcomes for about 20 years. However, the ARTIS database has really gotten a big push within the last couple of years and the roles and responsibilities piece was another one that has been a primary focus from the Student Learning Assessment Academy. The Academy has given us the opportunity to bring a group of people, faculty and administrators, together to really focus our thinking and our energy around the issues of assessment.

Trustee Zimmerman asked what part does or should the Board play in this. Ms. McGee stated she believes it would be more appropriate for the Achieving the Dream leadership to address the question.

3.2 Student Reports

Orchard Ridge student representative Ksenia Malkina provided an update to the Board on a variety of the student activities at the campuses.

3.3 Academic Initiatives

Acting Chief Strategic Development Officer Sharon Miller refreshed the Board regarding the Michigan New Jobs Training program that the Board approved last November. This is an incentive program available through community colleges to help attract and retain businesses in our community for creating new jobs. The initiative itself is actually a diversion of income taxes that we collect from the new hire employees and then use those funds to pay for training at the companies. Ms. Miller introduced CEO Marc Strandquist from Dokka Fasteners, Inc., who talked about what the program has meant to his organization.

Mr. Strandquist stated the Würth Group is a global company located in Germany, consisting of 400 companies located in 80 countries. One of those companies is located in Dokka, a city in Norway, that manufactures metal fasteners and has been in business for about 100 years. The Würth Group purchased the company in 2008, put money into the hot process, and focused on wind energy. Last summer, its Board of Directors voted to locate a facility in North America, and Mr. Strandquist was selected to run the project. Michigan, Illinois, and Missouri were put into competition to see where the best opportunity was for the company, from a labor pool, supply base, and government and local community support basis. Illinois had a very strong package as well as Michigan, but the one key differentiator was the Oakland Community College program, which separated us from the other states in competition.

Dokka is far ahead of their schedule regarding employees. In March they were to have approximately 15 to 18 people hired and they had 25. By July 1st they would like to have 35 employees. Approximately 40% of the people they hired were out of work. By selecting Auburn Hills as their manufacturing site, they are pouring money into the economy by hiring dry wallers, painters, plumbers, carpenters, and a whole variety of businesses are benefiting. Dokka has spent approximately \$14 million so far, and plans to spend approximately another \$9 million on equipment. They have already booked \$7 million in repetitive business for their product. They look forward to working with OCC. Mr. Strandquist concluded by extending an invitation to the Board to attend their open house and ribbon cutting ceremony on August 24th.

Trustee Davis welcomed Mr. Strandquist to Michigan and is glad that they chose Oakland County. Chair Kuhn echoed Trustee Davis' sentiments.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

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

AYES: Bryant, Davis, Kuhn, 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.

4.2.3 Public Hearing – Presentation of the 2011-2012 General Fund Budget

Vice Chancellor Clarence Brantley presented the proposed 2011-2012 General Fund Budget, and addressed questions from the Board regarding same. The budget Mr. Brantley prepared is based on a proposed six percent increase in tuition.

Trustee Ritter expressed her concerns with the tuition rates that out-district and out-state students pay with regard to what our in-county students pay.

4.3 College Facilities

Items 4.3.1 to 4.3.2 listed below on the Consent Calendar were enacted by one motion. No separate discussions of these items were requested.

Trustee Ritter **MOVED** to approve items 4.3.1 to 4.3.2 on the Consent Calendar – Maintenance Projects. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

<u>4.3.1</u>	<u>Project Name</u>	<u>Projected Cost</u>
	Sidewalk Replacement/Handicap Access Ramp <u>Highland Lakes Campus</u> OCC Project No. PF-HL11-008	\$186,900

<u>4.3.2</u>	<u>Project Name</u>	<u>Projected Cost</u>
	Third Floor Dining Room Storage/Upgrades Building J <u>Orchard Ridge Campus</u> OCC Project No. PF-OR10-016	\$561,500

END OF CONSENT CALENDAR – MAINTENANCE PROJECTS

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

4.4 Contracts and Purchases

Trustee Sullivan asked that item 4.4.1 be removed from the consent calendar.

Trustee Ritter believes we are losing money on the Economic and Workforce Development program other than it is a good thing for the workers, and she asked for some rationalization. Sharon Miller responded that is not the case for the items on the agenda, indicating we will be receiving a ten percent administration fee on all of these accounts, and these accounts will not be a deficit to OCC.

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.2 to 4.4.13 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Bryant **MOVED** to approve items 4.4.2 to 4.4.13 on the Consent Calendar - Contracts and Purchases. Trustee Sullivan seconded.

AYES: Bryant, Davis, Kuhn, Sullivan, Zimmerman

NAYS: Ritter

Motion Carried

4.4.2 Contract with dSpace, Inc.
Economic and Workforce Development

The Board of Trustees approved a contract with dSpace, Inc. for training services at a cost not to exceed \$80,000 for training delivered through June 30, 2011.

4.4.3 Contract with ETAS, Inc.
Economic and Workforce Development

The Board of Trustees approved a contract with ETAS, Inc. for training services at a cost not to exceed \$150,000 for training delivered through June 30, 2011.

4.4.4 Contract with Fanuc Robotics America, Inc.
Economic and Workforce Development

The Board of Trustees approved a contract with Fanuc Robotics America, Inc. for training services at a cost not to exceed \$160,000 for training delivered through June 30, 2011.

4.4.5 Contract with LEONI Engineering
Economic and Workforce Development

The Board of Trustees approved a contract with LEONI Engineering for training and facilitation services at a cost not to exceed \$100,000 for training delivered through June 30, 2011.

4.4.6 Contract with The MathWorks, Inc.
Economic and Workforce Development

The Board of Trustees approved a contract with The MathWorks, Inc. for training services at a cost not to exceed \$150,000 for training delivered through June 30, 2011.

4.4.7 Contract with New Horizons
Economic and Workforce Development

The Board of Trustees approved a contract with New Horizons for training services at a cost not to exceed \$190,000 for training delivered through June 30, 2011.

4.4.8 Contract with SAP America
Economic and Workforce Development

The Board of Trustees approved a contract with SAP America for training services at a cost not to exceed \$240,000 for training delivered through June 30, 2011.

4.4.9 Contract with Siemens
Economic and Workforce Development

The Board of Trustees approved a contract with Siemens for training services at a cost not to exceed \$400,000 for training delivered through June 30, 2011.

4.4.10 Contract with Vector CANtech
Economic and Workforce Development

The Board of Trustees approved a contract with Vector CANtech for training services at a cost not to exceed \$58,500 for training delivered through June 30, 2011.

4.4.11 Contract with Weld Tech Corporation
Economic and Workforce Development

The Board of Trustees approved a contract with Weld Tech Corporation for training services at a cost not to exceed \$60,000 for training delivered through June 30, 2011.

4.4.12 Affiliation Agreement with Infinity Primary Care – Laurel Park
Medical Assisting Program
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with Infinity Primary Care – Laurel Park, 17197 N. Laurel Park Drive, Suite 540, Livonia, Michigan 48152-2680, and authorized the Chairperson to execute the agreement.

4.4.13 C-Arm Equipment
Health Professions & Technologies
Southfield Campus

The Board of Trustees approved the purchase of the C-Arm equipment from Siemens Medical Solutions at a cost not to exceed \$84,050.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.4.1 AH-CREST Mobile Flashover Training Unit
Auburn Hills Campus

Trustee Ritter MOVED to approve the purchase of a mobile flashover training unit from Beacon Equipment Leasing Co., Buffalo, NY not to exceed \$82,850. Trustee Bryant seconded.

Trustee Sullivan inquired what the normal useful life span is for this equipment, as well as whether the equipment is leased or bought outright. Auburn Hills President Patricia Dolly responded that the projected life span is approximately five years, and the equipment is purchased as opposed to leased.

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

NAYS: None

Motion Carried

5 UNFINISHED BUSINESS

None

6 NEW BUSINESS

6.1 Personnel and Employment Policy
(first reading)

This item was removed from the agenda.

6.2 Chancellor's Evaluation

This item was removed from the agenda.

6.3 OCC Website Board of Trustees Bios

Trustee Davis MOVED to accept the bio template presented for the OCC website. Trustee Sullivan seconded.

Trustee Zimmerman questioned why the Board is taking up their time to address this issue and this is something that Administration should be handling.

Trustee Davis asked that the question be called.

Chair Kuhn asked for a vote to call the question.

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

NAYS: None

Motion Carried

Chair Kuhn called for the vote on the motion.

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

NAYS: None

Motion Carried

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Zimmerman reported on her recent trip to the AACC held in New Orleans. She attended a workshop entitled "Leveraging Data in Strategic Planning and Decision Making."

A handout will be distributed to the Board members highlighting key areas presented at the workshop.

Trustee Zimmerman also wanted to make the Board aware of the Governor's Summit.

7.2 Organizations and Associations

None

Trustee Sullivan MOVED for the Board to go into closed session for the purpose of receiving an update on labor negotiations. Trustee Bryant seconded.

Chair Kuhn requested a roll call be taken at 8:52 p.m. to go into closed session for the purpose of receiving an update on labor negotiations.

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

NAYS: None Motion Carried

The Board of Trustees returned to open session after adjournment of the closed session at 10:00 p.m.

8 ADJOURNMENT

Trustee Davis MOVED to adjourn the meeting, and Trustee Bryant seconded.

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

NAYS: None Motion Carried

Chair Kuhn adjourned the meeting at 10:00 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Thomas Kuhn, Chair

Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

ACTION

BOARD AGENDA ITEM 4.1
April 18, 2011

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on April 18, 2011

_____ April 19, 2011

CLASSIFIED

FULL-TIME

Promotion/Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2010-2011 Fiscal Year <u>Budget</u>
Ford, Melvinia C.	Student Financial Resources and Scholarships Secretary (from part-time Secretary, Faculty Office, SF)	AH	\$13.49/hr.	\$13,373	05/04/11	X
Hale, Tammy K.	Academic and Student Services Administrative Specialist (from full-time Placement Services and Co-op Assistant, AH)	RO	\$25.11/hr.	\$24,892	05/09/11	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.66% 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>	2010-2011 Fiscal Year <u>Budget</u>
Ronquillo, Julie L.	Financial Services Accounting Specialist (from full-time Bookstore Assistant, Bookstore, HL)	DO	\$24.58/hr.	\$24,367	05/16/11	X
Cheung, Frances W.	Purchasing and Auxiliary Services Bookstore Assistant (from full-time Learning Resources Technician, Library Services, AH)	HL	\$24.58/hr.	\$24,367	04/25/11	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.66% 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>	2010-2011 Fiscal Year <u>Budget</u>
Trifan, Codruta R.	Student Financial Resources and Scholarships Financial Aid Specialist	AH	\$18.53/hr.	\$5,456	05/02/11	X

*Note: The average cost of FICA, retirement and fringe benefits for part-time employees is 28.31% of annual base salary per the College budget

SEPARATIONS

Name **Department** **Campus** **Effective** **Reason for Separation**