



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
September 18, 2012
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
Daniel Kelly, Vice Chair
Pamala Davis, Secretary
Thomas Sullivan, Treasurer
Shirley Bryant, Trustee
Sandra Ritter, Trustee

Absent

Anna Zimmerman, Trustee

1.3 Approval of Agenda

Trustee Kelly MOVED to approve the revised agenda. Trustee Sullivan seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Sheila Kendrick, parent of a student who attends OCC, addressed the Board regarding the College's Nanotechnology program. Chair Kuhn asked for Administration to follow up with Ms. Kendrick to address her concerns.

1.5 Student Presentation – None

1.6 Approval of August Meeting Minutes

1.6.1 Approval of August 21, 2012 Special Meeting Minutes

Trustee Bryant MOVED to accept the minutes of the August 21, 2012 special Board meeting. Trustee Davis seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of August 21, 2012 Regular Meeting Minutes

Trustee Davis MOVED to accept the minutes of the August 21, 2012 regular Board meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer commented September 7th was Staff Development Day at OCC. He spoke at three of the four campuses to communicate OCC’s vision: “OCC is driven by the needs of the community and the interest of our students,” and to roll out the new academic structure. The sessions were well received by over 250 faculty and staff.

Reverse Transfer agreement with Wayne State was another topic Dr. Meyer discussed with the Board. He indicated the agreement allows community college students transferring to WSU before earning an associate’s degree to transfer back credits they earn at WSU so they can receive the associates’ degree while studying at the university. Dr. Meyer hopes this agreement will provide a seamless transfer experience and increase student retention and degree completion at both levels.

Lastly, Dr. Meyer was pleased to notify the Board OCC Culinary Studies Institute alum Scott Ryan, CEC, executive chef of The Country Pepper in Ohio, was named 2012 USA Chef of the Year at the American Culinary Federation National Convention.

2.2 Staff Reports – Enrollment

Dr. Richard Holcomb, Vice Chancellor of Academic and Student Affairs, reported the following regarding OCC’s fall 2012 enrollment:

- College-Wide Student Credit Hours (234,885.50) decreased by 6.9% when compared to the One-Tenth Day last year (Fall 2011). Over the five-year period (2008 to 2012), total Student Credit Hours increased 11.1%.
- College-Wide Student Headcount (27,503) decreased 6.0% from last year, and increased 10.2% when compared to Fall 2008.
- College-Wide Credit Hours per Student (8.54) decreased 0.9% since last year, and has increased 0.8% from Fall 2008.

Dr. Holcomb noted the fall 2012 credit hours are down at each campus with the exception of Southfield. He also pointed out there was a drop in headcount this year per campus. As far as the 2012 Fall enrollment headcount changes (Fall 2011 to Fall 2012) in the other Michigan community colleges, Dr. Holcomb reported the highest percentage change was -14.6% at Mott with Kirtland being the lowest at a 0 percent change. OCC fell at a -5.5 percent drop.

2.3 Introduction of New Staff

Vice Chancellor Holcomb had Virginia Boone, a student services specialist with Enrollment Services at the Southfield Campus, introduce herself to the Board.

President Patricia Dolly introduced Kevin Thompson, a paraprofessional in landscape technology from the Natural Science Department at the Auburn Hills Campus.

3. ACADEMIC AND STUDENT AFFAIRS

- 3.1 Academic Senate Reports – College Academic Senate Chair Shawn Dry reported on Staff Development Day. He also noted the first campus senate meetings took place last week and focused on shared governance.
- 3.2 Student Reports – President Jacqueline Shadko introduced Ms. Angela Waldowski, student representative from the Orchard Ridge Campus. Ms. Waldowski provided an update to the Board on various campus student life activities.
- 3.3 Academic Initiatives - “The Completion Agenda – Part I”

Dr. Meyer began by refreshing the Board with OCC’s four strategic priorities: College Readiness, Transfer Readiness, Employment Readiness, and Resources Focused on Student Learning. Completion is an indicator of employment readiness. To complete a program means one is ready for employment in that particular field. Course completion, as defined by the National Community College Benchmarking Project, is a student successfully completing a course by earning a C or better. Dr. Meyer reviewed the OCC policy on Course Withdrawal, which outlines withdrawal as either Non-Attendant, Student-Initiated, Faculty-Initiated/Failing, or Faculty-Initiated/Passing (not sufficient participation to merit a permanent grade). Statistics Dr. Meyer provided

regarding OCC student course completion for 2010-2011 indicate of the 66 percent of all those enrolled completed successfully, with 83 percent of those completing with a C or better. Some of the organizations watching our completion numbers are the State, Michigan Works Career Education Consumer Report tracks completion by program for grant funding and for continued unemployment benefits for our students. On a national level, we are monitored through *Community College Week* and *Achieving the Dream*, Lastly, Dr. Meyer reviewed OCC's Degree Completion Policy with the Board. The second half of the presentation will be presented at the October meeting.

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

4.1.1 Trustee Ritter inquired how many of these positions are filling vacancies. Dr. Meyer responded all of these positions do fill existing vacancy positions. Trustee Ritter asked about realignment, to which Dr. Meyer replied realignment doesn't cover every position.

4.1.2 Faculty Recommendations

Trustee Ritter MOVED to approve the Faculty Recommendations Report. Trustee Bryant seconded.

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

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 Sullivan asked if Vice Chancellor of Administrative Services Clarence Brantley could provide the Board with a breakdown on investments at the next Board meeting. Mr. Brantley said he would have that available.

4.2.2 General Fund Budget Status Report

Mr. Brantley referred to the report and stated one can see the impact based on the decline of enrollment. Our tuition revenue is exactly as it was a year ago – \$25,064,000 compared to our current figure of \$25,068,000. It should be at least \$1 million higher based on our tuition increase if enrollment had held. On a positive note, Mr. Brantley indicated it appears our property tax revenue has stopped declining.

4.3 College Facilities

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

4.4 Contracts and Purchases

Trustee Ritter asked item 4.4.2 be removed.

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 and 4.4.3 listed below on the Consent Calendar – 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 and 4.4.3 on the Consent Calendar - Contracts and Purchases. Trustee Davis seconded.

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

NAYS: None

Motion Carried

4.4.1 Temporary Services College-Wide

The Board of Trustees approved a three-year agreement with Kelly Services to manage the placement of temporary staff within the College effective January 1, 2013.

4.4.3 Boiler Repair Services Orchard Ridge Campus

The Board of Trustees approved the boiler repair services by Purvis & Foster, Inc. at a cost not to exceed \$159,750.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.4.2 Michigan Manufacturing Technology Center Economic and Workforce Development

Trustee Ritter MOVED the Board of Trustees approved a daily rate of \$1,800 per day for mentoring and \$1,200 per day for instructional services with MMTTC for a total amount not to exceed \$120,000 for training delivered through June 30, 2013. Trustee Kelly seconded.

Trustee Ritter referred to the \$1,800 daily mentoring rate and the \$1,200 per day instructional services rate and inquired how many mentors are in this program.

Vice Chancellor of External Affairs Sharon Miller replied it is unknown, but will depend on the service requirements over the course of the contract period. Generally, it is one mentor per company and can be situational depending on client needs. Trustee Davis inquired if these are standard rates, and Ms. Miller replied usually these are the rates, but at times there may be discounts depending on the size of the project.

AYES: Bryant, Davis, Kelly, Kuhn, Sullivan

NAYS: Ritter Motion Carried

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

6.1 ACCT Congress Delegates

Trustee Bryant MOVED Trustee Sullivan and Trustee Zimmerman serve as Oakland Community College's voting delegates at the ACCT 43rd Leadership Congress to take place in Boston on October 10-13, 2012. Trustee Ritter seconded.

Trustee Ritter noted there are amendments to the bylaws which the delegates should be familiar with prior to voting.

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

NAYS: None Motion Carried

6.2 Board Reporting Inquiries

Trustee Ritter noted at the end of August the Chancellor sent a report of purchases according to the policy. A follow-up report was before the Board this evening identifying what the services cover. Trustee Ritter indicated she believes it is the Board's fiduciary responsibility to understand what is being purchased.

Trustee Bryant voiced ever since she was Chair, she has confusion with Communication Policy 1.6.3. addressing trustee report requests to Administration. She would like to ask Administration to provide some insight into this policy, so the Board could review Administration's understanding of this policy in order to allow the Board and Administration an understanding of what can be asked with and without a formal Board motion. Her understanding when she was Chair is if the Board wanted specific reporting from Administration the trustees needed to bring this to the Board Chair and have the entire Board agree as an approved motion for Administration to spend the time to create the report.

She read from policy 1.6.3 Communications (Section A):

Individual Trustees wishing to have information requiring the compilation or the preparation of a special report shall make such requests to the Chairperson of the Board. The Chairperson may then place the request on the next Board meeting agenda for consideration of the Board of Trustees. Reports of this nature will be available to all Trustees. Individual Trustees should make no such requests from employees of the institution.

The reason for bringing this up, Trustee Bryant stated, is from all of the policy governance workshops the Board has attended, the Board should speak with one voice.

Trustee Ritter responded she did contact the Board Chair regarding her report request. She also indicated Dr. Sullivan asked for a report from Mr. Brantley this evening.

Trustee Bryant said that proved her point exactly, we don't follow our policies consistently. Trustee Sullivan agreed, and withdrew the investment report request he made earlier in the meeting to Mr. Brantley.

Trustee Bryant asked if Administration could review this policy and provide some information for discussion with the Board.

Chair Kuhn said this will be discussed at the next agenda review meeting.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Chair Kuhn requested Administration provide a written report regarding their response to Ms. Kendrick.

Trustee Davis welcomed Mr. Brantley back from his medical leave.

Trustee Sullivan noted the Foundation has four new members: Richard Berkfield (President of Berkfield & Co., Ltd., Waterford); Antoine Joubert (OCC Basketball Coach and Owner/Operator of The Judges Court, Farmington); Maureen Krauss (Vice-President of Economic Development, Business Attraction – Detroit Regional Chamber); and Marc Strandquist (CEO of Dokka Fasteners, Auburn Hills). The new officers are: Chair – David Ong; Vice-Chair – Brian Carney (an OCC graduate); Treasurer – Tom Sullivan; and Secretary – Don Schiemann.

Trustee Sullivan also thanked everyone for a successful golf outing that may net the Foundation up to \$50,000.

Lastly, Trustee Sullivan commented the new non-smoking policy didn't appear to be adhered to at the Auburn Hills Campus F Building. He also indicated there were a lot of weeds and if that could be addressed.

Trustee Ritter mentioned in the September 16, 2012 issue of *The Oakland Press* there was a nicely written article entitled, "Why Choose OCC?"

Trustee Bryant reported the Foundation also has new officers: Chair – David Ong; Vice-Chair – Brian Carney (an OCC graduate); Treasurer – Tom Sullivan; and Secretary – Don Schiemann. She commended Jan Dolan for her service as Board Chair for the past two years.

7.2 Organizations and Associations

OCCFA President Mary Ann McGee informed the Board the faculty master agreement was ratified by a 204 to 1 vote. She indicated now the true work begins and looks forward to working with Administration.

8. ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kuhn adjourned the meeting at 8:13 p.m.

Cherie A. Foster

Date

Thomas Kuhn, President

Pamala M. Davis, Secretary