



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
March 18, 2014
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 7:09 p.m. by Chair Kelly.

1.2 Attendance

Present

Daniel Kelly, Chair
Thomas Sullivan, Vice Chair
Pamala Davis, Secretary
Thomas Kuhn, Treasurer
Shirley Bryant, Trustee
Sandra Ritter, Trustee

Absent

Christine O'Sullivan, Trustee

1.3 Approval of Agenda

Trustee Sullivan MOVED to approve the agenda. Trustee Bryant seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Gillian Talwar, Mazyn Barash, Catherine Hoffman, Julie Seiler, Michael Bridges, and Chris Talwar addressed out-of-state tuition rates for immigrants.

Faculty member Gerald Faye suggested the Board meetings take place at a venue with more seating.

Faculty members Emily McAllister and Robert Long addressed the Board regarding the direction of the College.

Trustee Davis stated there were some excellent points raised tonight and perhaps some the Board should revisit. However, she noted individuals who come forward looking for immediate essay answers to their questions should submit their questions prior to the meeting.

Faculty member Milutin Erbeznik addressed the broadcasting of Board meetings on cable.

1.5 Student Presentation – None

1.6 Approval of February 18, 2014 Regular Board Meeting Minutes

Trustee Bryant MOVED to approve the minutes of the February 18, 2014 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 and Doug Smith from Acquest Realty provided an update on the Southfield property. Dr. Meyer reminded everyone the acquisition of property in Southfield began back in Marty Smydra's day over ten years ago, and has been on and off the table for a couple of years. The current property purchases became available through tax foreclosures at an exceptionally good price, about \$8 a square foot.

Mr. Smith stated the Ramada demolition is complete, and we closed at slightly less than anticipated. We are clearing the title with the City of Southfield. If all proceeds as anticipated, we should close on this property within 60 days. The North Park Office Plaza parcel, consisting of about 11 acres, is due to close next week. Part of the due diligence was to ensure the demolition costs would come in at a certain amount before we would commit to the purchase. Mr. Smith stated he feels comfortable with the proposed demolition costs.

Trustee Ritter inquired what the purchase prices were for both properties. Mr. Smith said the total amount for the Ramada property was \$2,450,000, and for the North Park Office Plaza parcel will be \$2,500,000, plus \$250,000 for due diligence.

In addressing the Highland Hall demo, Dr. Meyer indicated some individuals thought it may be a historic site. However, OCC met with the Waterford City Council who supported the demolition. He also noted some individuals thought the demolition of Highland Hall meant the Highland Lakes Campus was going to close, which is untrue.

Dr. Meyer indicated the College community is working together to create a definition of student success. He encouraged everyone to check out the InfoMart page as it notes the development of student success and to keep checking in as things further develop. This definition will be OCC's mission. He credited the Senate for significantly contributing to this definition.

2.2 Staff Reports –

CBT Update – Dr. George Boggs, CBT President

Dr. Boggs provided an update on the CBT project since its inception in May of 2012. Fifteen experienced consultants have worked with OCC staff to make recommendations in a wide range of areas intended to improve operations and focus resources on student success. Some of the areas included planning, budgeting, governance, communication, policy and procedure reviews, and benchmarking and key performance indicators, just to name a few. Fifteen projects reports were submitted. Dr. Boggs detailed the key recommendations for OCC.

Trustee Ritter stated she thought there was a previous discussion wherein there would be reams of information generated by CBT. Dr. Boggs confirmed that it was the total to date, but there are a couple of more continuing projects. Trustee Ritter stated she feels the amount of documentation was misrepresented and voiced she is angry and upset.

Trustee Bryant asked what our plans are for addressing these recommendations. Chair Kelly suggested we have Dr. Boggs back for a workshop to assist the Board on their next steps. Dr. Meyer said this will be a collective effort to work together in the future.

Ceramics Program Update – Dr. Cathey Maze, Interim Vice Chancellor of Academic and Student Affairs

Dr. Maze thanked Dean Henry Tanaka, who is also a renowned ceramicist, for talking to the Royal Oak students and addressing their concerns. He plans to meet with them on a weekly basis to discuss where the College is going with the program. As a result of Mr. Tanaka's meeting, one of the leaders of the ceramics group drafted an email to their constituents updating them with Mr. Tanaka's information. Dr. Maze feels the students now have a better understanding of the program.

Trustee Bryant said it would be helpful for the Board to have the same information Mr. Tanaka provided to the students. Dr. Maze said no final decisions have been made yet on the program. However, as we move forward, she will provide updates to the Board.

Trustee Davis was concerned some of our students are using our classes as studios and asked where we stand on ceramics and community education. Dr. Maze said if the classes are moved to community education they will be non-credit. However, some ceramics classes may be offered under “Fine Arts,” in which course credit would be given to the student.

2.3 Introduction of New Staff - None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry provided his monthly report to the Board. He advised the Board of completed projects consisting of a final set of recommendations regarding classroom teaching by administrators and managers; three curriculum reviews were completed: Massage Therapy, Surgical Technology, and Psychology; and in conjunction with the Office of Curriculum and Student Learning facilitated the development of common course outcomes for courses in all College disciplines.

3.2 Student Reports – Ms. Blanca Fox, Student Representative from the Royal Oak/
Southfield Campus

Dr. Steve Reif introduced Ms. Fox to the Board, who then followed with her report on student life activities at the campuses.

3.3 Academic Initiatives – “Transferability of College Courses”
Kelly Perez-Vergara, Curriculum Analyst, and Dr. Cathey Maze, Interim
Vice Chancellor of Academic and Student Affairs

Dr. Maze noted there are three main points she would like to cover in her presentation this evening. They are: transfer is an institutional priority; there are systems in place to support transfer; and analysis of transfer reveals strengths and areas for improvement. She noted Fall 2013 had a total transfer population of 46.1 percent (12,277 students), 25.7 percent with a degree and 20.4 percent without a degree. Ms. Perez presented a table noting what percentage of courses are accepted for equivalent credit from area colleges (with Walsh, Western Michigan, Central Michigan, Oakland University, Wayne State, and Eastern Michigan all accepting 50 percent or more; 76 percent of all students transfer to four-year institutions. Other tables presented a list of disciplines above the 50 percent benchmark for accepting courses in the discipline for equivalent and a list of 50 percent below the benchmark. She concluded by stating the next steps are to examine the number of equivalent credits OCC students retain after transfer, as well as to increase specific course transferability to specific institutions.

Trustee Bryant was surprised that OU accepts only 54 percent of our classes since we have the O2O program. Dr. Maze indicated credit transfer is done on an individual program basis, speaking with counselors at both institutions.

Trustee Ritter referred to the List of Disciplines table and asked for an explanation of what the # of courses in discipline column means, citing the example that only two classes would transfer in Economics. Ms. Perez said two Economic courses were selected for this study and coded. For evaluation purposes of transferability, some institutions use the accreditation of the sending institution as a cutoff. It depends on how they evaluate transfer credit – they may look at course descriptions, the course title, the whole outcomes, or just syllabi. Dr. Maze stated four-year institutions are looking at us as equivalent to a freshman or sophomore year; if we offer courses considered to be a junior or senior level, they will be less likely to accept our credits.

Trustee Bryant asked if the Senate participates in making decisions on how to change the course work to make them more transferable to other institutions. Dr. Maze replied it is the faculty and the discipline working with the four-year institution that would go through our Senate process.

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

4.1.1 The Board of Trustees reviewed the revised Personnel Monitoring Report.

4.1.2 Faculty Recommendations

Trustee Sullivan MOVED to approve the Faculty Recommendations Report.
Trustee Davis seconded.

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

NAYS: None Motion Carried

On behalf of the College, Chair Kelly and Chancellor Meyer congratulated Raymond Ryerson, who is retiring after 34 years as a facility technician in the Mechanical Systems and Plant Operations Department at Royal Oak. Mr. Ryerson expressed his thanks for all he's been given and the opportunities he's had at OCC.

4.2 Business and Finance

4.2.1 Treasurer's Report

Trustee Davis inquired if Talmer Bank was a new institution on our list. Dr. Meyer replied First Place Bank was acquired by Talmer Banks. Trustee Davis also inquired if the Deposit Status amount of \$243,668,064 was OCC's entire cash amount. Interim Vice Chancellor of Business and Finance Chuck Thomas said that amount also includes our investments and operating revenue.

4.2.2 General Fund Budget Status Report

Trustee Davis inquired if we are on target this fiscal year for our budgeted tuition amount, and Mr. Thomas responded we probably won't make that amount. Mr. Thomas said he will get into a bit more detail during his report tonight.

4.2.3 Tax Levy of Operating Millage and Collection of College Taxes 2014-15

Trustee Sullivan MOVED the Board of Trustees adopt the recommended Resolution for the 2014-15 Tax Levy of Operating Millage that a maximum annual tax rate of 1.5844 Mills (\$1.5844 per \$1,000), adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e, of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, be levied for general operating purposes. Trustee Bryant seconded.

A roll call was taken.

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

NAYS: None Motion Carried

Trustee Sullivan MOVED the Board of Trustees adopt the recommended Resolution for the Collection of College Taxes to be collected in the same manner and at the same time as the 2014 city or township taxes, or in the same manner and at the same time as school district or intermediate school district taxes are being collected by the city or township. Trustee Davis seconded.

A roll call was taken.

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

NAYS: None Motion Carried

4.2.4 Budget Development Considerations

Charles Thomas, Interim Vice Chancellor of Business and Financial Services, addressed the Board regarding property tax revenue vs. student credit hours. The graph presented focused on 2007-13 school years. In 2007-08, student credit hours totaled 495,714.5 and in 2012-13 the total was 571,971.0. Property taxes in 2007-08 were \$99 million and in 2012-13 \$75 million. Mr. Thomas noted it isn't unusual during a recession for college enrollment to rise quickly and then decline once the economy is on the rise. He predicted there may be a slight rise in property taxes for 2014-15. However, if the Headlee Amendment comes into play (which we should know around the beginning of May), the tax rate may change

for the College. Tuition in 2014-15 is estimated to decline about 3 percent in credit hours, which is less than the last couple of years. Tuition rates they will be proposing to the Board will be 7 percent in-district and out-of-district rate of 11 percent. He acknowledged it was the Board's previous motion to keep these percentages in place for several years. Governor Snyder proposed a 3.1 percent increase for state appropriation with the proviso of not raising tuition rates any higher than 3.2 percent. OCC's share would be approximately \$640,000 if they maintained that percentage –not as profitable as increasing the in-district tuition by 7 percent and netting approximately \$3 million. Investment income is expected to decline as our portfolio will be smaller in 2014-15. Mr. Thomas will provide a further update next month.

Trustee Davis asked if we are going to have a shortfall by the end of June. Mr. Thomas stated our revenue overall won't match our expenses for the year; and we'll have to use a considerable amount of cash between now and June.

Trustee Bryant expressed she'd be troubled to approve tuition after some of the things she heard tonight during public comments about the out-of-state immigrant students. Mr. Thomas replied OCC has very reasonable tuition rates compared with Michigan's other community colleges. Trustee Bryant said she would like some additional data on this topic as she believes unintended consequences resulted from the last tuition increase.

4.3 College Facilities

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

Interim Vice Chancellor of Administrative Services Richard Kolcz distributed a handout titled "Proposed Major Repair and Renovation Program." The document proposed eliminating individual projects and replacing it with a comprehensive program with a strategic 18-month plan that will tie into the College's budget. Mr. Kolcz suggested replacing the construction manager with a team of professionals consisting of an OCC administrative officer, architect/engineer, and program manager.

Trustee Davis noted the ISES Group was hired to prioritize our facility needs, and asked if we are going to stick with their plan. Mr. Kolcz said his staff went through the ISES reports and will start with the most critical issues. Trustee Davis inquired about the program manager referenced earlier. Mr. Kolcz said the program manager will focus specifically on issues of renovation and major maintenance. Trustee Davis asked if it will be an outside professional service. Mr. Kolcz said we will need professional expertise. Trustee Davis requested the RFPs sent out for this service come back before the Board.

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 through 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 Bryant **MOVED** to approve items 4.4.1 through 4.4.3 on the Consent Calendar - Contracts and Purchases. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

4.4.1 Rotary Brand Vehicle SmartLifts Automotive Lab Auburn Hills Campus

The Board of Trustees approved the purchase and installation of five Rotary brand vehicle SmartLifts at a cost not to exceed \$75,040.

4.4.2 Space Rental 2014 Commencement College-Wide

The Board of Trustees approved the use of The Palace of Auburn Hills for the 2014 commencement ceremony at a cost not to exceed \$58,000.

4.4.3 eCommerce System Financial Services

The Board of Trustees approved the purchase of the Ellucian Payment Center eCommerce System at an annual cost of \$53,500 and implementation services for a one-time expense of \$11,500.

5 UNFINISHED BUSINESS

5.1 Revision of Board Policy 0.0.6 – Safe Work Environment (Second Reading)

Trustee Ritter **MOVED** the Board of Trustees approve the second reading of the revision of Board Policy 0.0.6 – Safe Work Environment. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

5.2 Legal Services

Chair Kelly stated the Board had a 5:30 p.m. special meeting in which four law firms provided presentation on legal services.

Trustee Ritter MOVED the Board of Trustees appoint Dickinson Wright, PLLC to provide legal services for the College on behalf of the Board of Trustees for three (3) years ending June 30, 2017. Trustee Davis seconded.

Trustee Davis feels Dickinson Wright is extremely reasonable, they're a well-known firm, and they have served OCC well in the past.

Trustee Sullivan said between the presentations and the materials received he would like to review and digest the information further and asked this item be tabled until the next meeting.

Chair Kelly agreed with Trustee Sullivan. He stated although the law firms work for the Board, he would like additional input from administration. He also has an issue with the pricing that he would like to further review.

Trustee Ritter said she would withdraw her motion, but asked that we have parameters as to what are the legal services the firm will provide. She also would like to know if we are going to hire other attorneys for specific matters, and if these fees would come out of our legal budget. Chair Kelly inquired of the Board if they would approve the withdrawal of Trustee Ritter's motion, and all approved.

Trustee Bryant MOVED to have Administration provide the Board with more details on the legal services and data. Trustee Davis seconded.

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

NAYS: None

Motion Carried

6 NEW BUSINESS - None

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter inquired who the contact person is for OCC's 50th anniversary. Vice Chancellor of External Affairs Sharon Miller said she is the contact.

Trustee Ritter asked if we have a list of who we send our Board meeting DVDs to, and would like to know when after the meeting are they sent out in order to assure the public

all meeting DVDs are being sent in a timely manner. Dr. Meyer said we will provide that information.

Trustee Bryant urged the public to contact their local cable channels and request the OCC Board meetings be aired. She also mentioned if public interest in our meetings continues, we may wish to pursue holding the Board meetings in a larger venue.

Trustee Bryant said she was bothered by a comment Dr. Boggs made pertaining to his recommendation this evening that currently we prohibit an affirmative action officer or administrator as being part of hiring committees. She would like to have more information on why we do that and who prohibits it. Dr. Meyer suggested she ask Dr. Boggs. Dr. Boggs replied it is in the collective agreement, so it would have to be negotiated. Trustee Bryant said if we don't have an affirmative action officer or administrator in these interviews and someone says something inappropriate then the citizens of Oakland County have to pay a settlement if we get sued. Trustee Bryant feels this is an important issue for the Board to look into as it is a liability for us.

Trustee Bryant noted MCCA is holding Community College Day on April 24th in Lansing. Sharon Miller said that particular Community College Day is really a meal provided by one of the community colleges and last year we were the host. It's not really

as much of an opportunity as our lobbying day in January. Ms. Miller's experience in the past is you don't get as much one-on-one time with the legislators at this event as you do at the lobbying day in January.

Trustee Davis mentioned we haven't heard from the Foundation lately and asked if we could get some sort of a report at the next meeting.

Trustee Kuhn asked if the Board could be provided with the New Michigan Transfer Agreement and any supporting documentation.

7.2 Organizations and Associations –

OCCFA President Mary Ann McGee stated she was pleased to hear Dean Tanaka address the ceramics matter. She indicated she hopes the Fine Arts faculty will be consulted in this discussion.

She also addressed the topic of transferability and opined that a study that looks at equivalent courses doesn't mean that other courses that don't have direct equivalents don't transfer.

Lastly, Ms. McGee said that they do have language in the faculty contract that says the faculty search committees are made up of faculty. She said that was done specifically around the idea of creating opportunities to talk freely and openly about candidates. Once

the interviews are concluded by the faculty members, the recommendation is then forwarded to the dean and H.R. is also involved in the process.

Kelly Taylor, Vice President of AFSCME Local 2042 which represents the classified staff, thanked Dr. Meyer for giving their executive board the opportunity to meet with Dr. Boggs and discuss the CBT reports and any other matters they had. Ms. Taylor noted Dr. Boggs clarified items for them and answered all of their questions.

8 ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 9:44 p.m.

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary