



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
August 19, 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 7:10 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
Christine O'Sullivan, Trustee
Sandra Ritter, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Ritter stated she would like to add Quarterly Board Reports to the agenda, but then stated she would address this issue under Board Member Reports and Comments.

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

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

NAYS: None Motion Carried

1.4 Public Comments/Petitions - None

1.5 Student Presentation – None

1.6 Approval of Minutes

1.6.1 Review of June 17, 2014 Regular Meeting Minutes

Trustee Sullivan MOVED to approve the June 17, 2014 Regular Meeting Minutes. Trustee O'Sullivan seconded.

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

NAYS: None Motion Carried

1.6.2 Review of July 15, 2014 Special Meeting Minutes

Trustee Davis MOVED to approve the July 15, 2014 Special Meeting Minutes. Trustee Bryant seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer announced the OCC Culinary Studies Institute received a \$55,000 check from the Garden Party Foundation. The total donated to date by this organization is \$230,000. He extended a special thank you to Syd and Elizabeth Ross who host this event each year.

He also noted the Foundation received a bequest from the estate of retired faculty member, Estelle Mary Nealer, to fully fund an endowed scholarship. Mrs. Nealer taught in the Med-Tech Program at OCC's Highland Lakes Campus from 1967-1984.

Dr. Meyer informed the Board we received news last week from the *Community College Weekly* publication stating OCC ranked 15th in the country for degrees granted in 2013 compared to all other two-year colleges (approximately 1,400). This rating is up from 21st in 2012. OCC also ranked 24th when four-year colleges were included.

2.2 Staff Reports – “Early College/Dual Enrollment” –

Dr. Jacqueline Shadko, Orchard Ridge Campus President

Dr. Cathey Maze, Vice Chancellor of Academic and Student Affairs, advised the Board in the coming months Staff Report presentations will focus on the Educational Master Plan. She introduced Dr. Shadko who is the ‘administrator-in-charge’ of the “Early College/ Dual Enrollment” objective.

Dr. Shadko addressed the Board regarding Early College/College Readiness Programs at OCC. This is part of the Educational Master Plan, Objective #11, and states the need to enhance early college and dual enrollment programs to ensure the ability of high school students to acquire college credit at OCC.

The Oakland ACE (Accelerated College Experience) program is beginning its second year in August 2014. One Hundred and Five 11th and 12th grade students are participating from 12 districts, including Avondale, Birmingham, Bloomfield Hills, Brandon, Clarenceville, Clarkston, Farmington, Lamphere, Royal Oak, Troy, Walled Lake, and Waterford. Early College Partnerships include West Bloomfield Schools and Pontiac Schools. OCC has a Southfield Partnership offering dual enrollment for 11th and 12th graders with wrap-around services. OCC also has two College Readiness Programs with Walled Lake and Farmington.

2.3 Introduction of New Staff

Chancellor Timothy Meyer introduced Dr. Timothy Taylor, OCC's new President at the Auburn Hills Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

Academic Senate Chair Shawn Dry provided his monthly report to the Board. Some of the topics covered included American Honors, grade appeal process ad hoc committee, and shared governance. He further stated Senate fall business will include an American Honors investigation, Higher Learning Commission quality improvement project recommendation, program planning/course sequencing model discussion, and the Michigan Transfer Agreement ad hoc committee.

Trustee Bryant stated as to the Higher Learning Commission (HLC) she thought several years ago the Board agreed to do the Baldrige Program as a quality improvement project. Dr. Maze stated Baldrige is an option as a quality initiative. However, there are other options available to complete our quality initiative within three years. Following that, OCC may switch to AQUIP, which is the quality improvement system within the Higher Learning Commission as a step toward Baldrige. To submit an application for Baldrige, other quality improvement systems need to be demonstrated and one of them she believes could be AQUIP. Trustee Bryant stated for the record we shouldn't give up on the Baldrige approach totally because the HLC is asking us to do it in three years.

Trustee Ritter stated we got all hot and bothered over the Higher Learning Commission and all the stuff that went on. As things have been pretty quiet lately, Trustee Ritter asked for an update report to help the Board understand where we are in addressing the problems pointed out by the Higher Learning Commission. Dr. Maze said a letter was sent to the Higher Learning Commission, and the HLC sent a return letter noting

significant progress had been made. Trustee Ritter asked if we could revisit this prior to December. Dr. Meyer stated the report was approved by the Board prior to it being sent to the HLC. Trustee Ritter asked to be informed of the progress with the HLC, and Chair Kelly stated this would be a future Board meeting item.

Trustee Kuhn asked if Dr. Maze is the point person for the HLC. Dr. Meyer said Dr. Maze is in charge of our accreditation process from an administrative standpoint, but it is an academic collaborative process with the OCC community working towards accreditation.

3.2 Student Reports – None

3.3 Academic Initiatives – “Curriculum Review Process” – Marty Orłowski, Executive Director of Curriculum and Student Learning, and Kelly Perez-Vergara, Curriculum Analyst

Mr. Orłowski began by saying he is very proud of the curriculum review process that was developed over the past year with the Curriculum Review Committee and represents an excellent collaboration between administration and faculty.

Ms. Vergara provided an overview as to the purpose of the Curriculum Review Process; what is the purpose of the review, the programs/disciplines reviewed, and how the programs/disciplines are reviewed. Some of the benefits are the content expertise shapes future direction of curriculum (faculty and dean); it identifies student learning assessment, enrollment, degree completions, community needs, and future directions; it innovates teaching in the classroom and online and broadens experiential learning opportunities; and helps increase persistence and retention and improves program completion and employment outcomes. Lastly, the review provides direction for future needs in staffing, equipment or facilities, resources, as well as plans for outreach, improving curriculum, and for communication and collaboration. Ms. Perez-Vergara also reviewed degree completions and community need with the Board.

Mr. Orłowski also advised the Board that several weeks ago OCC was audited by the State of Michigan regarding the Perkins Program. At the end of the audit, the two auditors raved about our curriculum review process and stated it is one of the best practices in the State of Michigan. The auditors also invited Ms. Vergara to come to the Annual Trends Conference to present in greater detail our curriculum review process.

Mr. Orłowski and Ms. Vergara informed the Board that Infomart has a Curriculum Review site that provides further information regarding this 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 Bryant MOVED to approve the revised Faculty Recommendations Report. Trustee O'Sullivan seconded.

Trustee Ritter asked how many faculty took the buyout because the report looks a little skinny. Dr. Meyer replied 35 faculty took the buyout. Trustee Ritter said she doesn't believe there are 35 replacements on the report. Dr. Meyer said many of those are returning as adjuncts. We have annual contracts and a number of provisions within the collective agreement that allow a level of flexibility to adjust for the buyout period.

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

NAYS: None Motion Carried

On behalf of the Board and Dr. Meyer, Chair Kelly congratulated Pamela Jackson for her 33 years as a math instructor at the Orchard Ridge Campus. Ms. Jackson clarified she was also a construction management and concrete management instructor, and had worked at all four campuses. She thanked the Board, faculty, staff, and students. Ms. Jackson wished all the best for OCC.

Earlier Trustee Davis gave five-year pins from MCCA to Trustees Sullivan and Bryant. The pins were awarded at the MCCA Summer Institute in Traverse City. Dr. Meyer presented Trustee Ritter with a pin from the MCCA for her 35 years of service.

4.2 Business and Finance

4.2.1 Treasurer's Report

Interim Vice Chancellor of Business and Finance Chuck Thomas had no comment on the report.

Trustee Ritter asked if a future report will look at comparisons of past and current investments with an explanation of any losses. Mr. Thomas said this could be done.

4.2.2 General Fund Budget Status Report

There were no questions regarding the General Fund Budget Status Report.

4.2.3 2014-15 IT Projects List

Trustee Bryant MOVED the Board of Trustees approve the 2014-15 IT Projects List as presented and authorize Administration to implement accordingly. Trustee O'Sullivan seconded.

AYES: Bryant, Davis, Kelly, Kuhn, O'Sullivan, Sullivan

NAYS: Ritter Motion Carried

4.3 College Facilities

4.3.1 Status of Southfield Property

Vice President Douglas Smith of Acquest Realty provided an update to the Board regarding the status of the Southfield property. He indicated they are working with Hubbell, Roth & Clark who were chosen as the engineer to administer plans for the demolition of the North Park Plaza Building. The choice of Hubbell, Roth & Clark was based on their low bid and that they are the City of Southfield's consulting engineer. They should be going out to bid in the next two to three weeks. The goal is to bring the demolition project under \$1.6 million. Mr. Smith believes this can be done considering the salvage value in the building, including steel, mechanical equipment, and copper. Ideally, Mr. Smith hopes demolition to begin by October 1st.

Chair Kelly inquired if Hubbell, Roth & Clark's role is to prepare the engineering plans for the demolition. Mr. Smith said yes, and they will prepare plans and specifications to include soil erosion plans, final grating plans, and all the utility cut-off plans, which will be handed over to the demolition contractor to execute. They will also review progress on a bi-weekly basis with Mr. Smith.

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 through 4.4.2 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 through 4.4.2 on the Consent Calendar - Contracts and Purchases. Trustee O'Sullivan seconded.

AYES: Davis, Kelly, Kuhn, O'Sullivan, Ritter, Sullivan

ABSENT: Bryant

NAYS: None Motion Carried

4.3.1 Elevator Maintenance
College-Wide

The Board of Trustees approved the use of KONE, Inc. for elevator maintenance services at an annual cost not to exceed \$74,998 for a three-year period effective October 1, 2014.

4.3.2 Contract with Harvard Business School
Economic and Workforce Development – MNJT Program

The Board of Trustees approved the use of Harvard Business School for a total amount not to exceed \$100,000 for training delivered through June 30, 2015.

5 UNFINISHED BUSINESS

5.1 Revision of Board Policy 1.5.2 – Order of Business (Second Reading)

Trustee Sullivan MOVED to approve the second reading to revise the existing agenda with the proposed changes. Trustee O’Sullivan seconded.

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

NAYS: None Motion Carried

6 NEW BUSINESS - None

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter addressed the Quarterly Board Reports. She commented she is having a hard time understanding – we do have a Board policy stating certain quarterly reports are to come before the Board. She said she’s looking at the Vendor report and we’re talking about \$50,000, but some of the numbers go above \$50,000. She said if they are over \$50,000 shouldn’t they have come to the Board for discussion. She indicated the report should provide an explanation, not just a name. Trustee Ritter said she’s just a poor little middle-class person who doesn’t understand this. Dr. Meyer said she can ask to look at the contract any time. If she would like to specifically identify her concerns, we’ll respond.

Trustee Ritter asked Chair Kelly if he reviews the Chancellor’s expenditures. Chair Kelly replied he reviews them every time. Trustee Ritter asked if the Board could review them, too. Chair Kelly said he assumed so as it is public knowledge.

Upon recommendation from the Audit Committee, Chair Kelly appointed Sara Voight as the new community volunteer member to serve a term through December of 2015.

7.2 Labor Organizations and Associations – No comments

8 ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 8:40 p.m.

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary