



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
September 15, 2015
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 7:02 p.m. by Vice Chair Bryant, who welcomed the Board's new student representative, Travaughn Jones.

1.2 Attendance

Present

Shirley Bryant, Vice Chair
Pamala Davis, Secretary
John McCulloch, Treasurer
Thomas Kuhn, Trustee

Absent

Thomas Sullivan, Chair
Daniel Kelly, Trustee
Christine O'Sullivan, Trustee

1.3 Approval of Agenda

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

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

1.4 Approval of Board Minutes

Trustee McCulloch MOVED to approve the Board Minutes for 1.4.1 through 1.4.4. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

1.4.1 Approved June 16, 2015 Regular Meeting Minutes.

1.4.2 Approved August 18, 2015 Special Meeting Minutes.

1.4.3 Approved September 10, 2015 Special Meeting Minutes (to go into Closed Session).

1.4.4 Approved September 10, 2015 Special Meeting Study Session Minutes.

1.5 Public Comments

One individual commented regarding the apparent reduction of hours in the photography program.

1.6 Academic Senate Report

Academic Senate Chair Shawn Dry presented current and planned work for the 2015-16 academic year.

1.7 Labor Organizations and Associations – None

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer congratulated Southfield Campus OCC English faculty member Nicole Pitts who was honored with a District One Community Leadership Award for her work on the Cooley Reuse Project. She was recognized by the Mayor of Detroit, Mike Duggan, for bringing economic and community development opportunity ties to the former school in northwest Detroit. Ms. Pitts explained the project in detail noting she hopes to promote local businesses.

Ariela Taylor also received recognition from Dr. Meyer for her business startup KidzCab dedicated to transporting children ages 4-16 to and from school and extracurricular activities. This business idea was from her OCC marketing class. Ms. Taylor stated the company launched on August 1, 2015 and is sold out for the school year.

2.2 Staff Report – “Update on Online Education” – Dr. Cathey Maze, Vice Chancellor of Academic Affairs

Dr. Maze provided an update on distance education. The senate has taken on two major initiatives. One initiative identifies which program to seek initial approval for online education. The second is to determine the order courses should be reviewed and revised. She listed proposed courses for Winter 2016.

Dr. Maze reported faculty training will begin. Once completed, faculty will be able to review and revise their courses for the Winter schedule.

The distance learning implementation team (composed of administration and faculty) has defined hybrid and fully-online courses. This is important since there was never a standard definition. Hybrid is a combination of online and face-to-face delivery.

Dr. Maze noted they will be interviewing for an Academic Dean of Distance Learning. They will also start to advertise for external reviewers to assist faculty with review and revision of their sections.

Dr. Maze informed the Board the OCC Foundation graciously approved \$50,000 in scholarships for students who might be interested in taking an online class in Winter through the MCO. The differential in tuition will be covered by these scholarships.

There is a communication plan in effect. Next week Dr. Maze said she is going to be visiting all the campuses for Q&A sessions. Our Communication Department sent out 25,000 emails to students with 100 percent of the emails delivered.

Dr. Maze concluded we continue to make progress and intend to reapply to the Higher Learning Commission next fall.

Trustee Davis asked if a program was chosen for online. Dr. Maze replied the selection process is ongoing.

Trustee McCulloch inquired about the new dean being hired and the proposed reviewers regarding the cost in terms of the HLC approval budget. Dr. Maze said the charges will be tracked. The dean position was in last year's budget. Regarding the reviewers, work needs to be completed by the end of October. Once faculty training is completed and course review begins, we are going to need assistance to ensure the sections are meeting best practices based on Michigan Online rubrics.

Trustee McCulloch asked if there will be a budget amendment regarding HLC costs for Board approval. Dr. Maze didn't believe so for the dean or part-time reviewers. Dr. Maze and Mr. Provenzano are looking at possible costs for this change in the Winter schedule. At this time it is difficult to determine since we don't know how many students are going to take the online courses, but will provide this information to the Board as it becomes available.

Trustee McCulloch noted the OCC Foundation allocated \$50,000 for scholarships; he assumes the approval didn't come with details to the allocation. Dr. Maze will be working with counselors to ensure students are aware of the scholarship funds when registration begins. The MCO costs are covered under Pell grants. However, it is possible students will not have the Pell disbursement in time for tuition payment. OCC will be providing interest-free bridge loans for those students. There is loan criteria being

used; students must have previously taken online classes and successfully completed at least one online class.

Trustee McCulloch believes it is important for Board involvement. Dr. Maze said the information was provided to the Foundation Board prior to approving the scholarships. Trustee McCulloch asked if the OCC Board will approve it prior to implementation. Vice Chair Bryant noted there is not an October Board meeting. Trustee McCulloch questioned Dr. Maze if she was planning on getting approval from this Board on the criteria or process for these interest-free loans and the scholarships. Dr. Maze said she hadn't planned on it considering the approval by the Foundation Board. Dr. Meyer said usually from an academic programming standpoint, the Board never traditionally weighed in. Trustee McCulloch responded this is financial, not just academic. Dr. Meyer said we will have to come to the Board with an amended budget to identify the source funds for implementation if that is their wish.

Vice Chair Bryant mentioned at one time the Board didn't approve expenditures below \$50,000. She asked Dr. Maze if she anticipated it would be more than that, and Dr. Maze replied no. As a Foundation Board member, Vice Chair Bryant noted all the Foundation Board members were polled and approved this request.

Trustee McCulloch said he is not questioning the Foundation Board, but OCC is the organization accepting these funds. He asked historically if we accepted funds for whatever purpose the Foundation approved. Vice Chair Bryant said the Foundation has given scholarships; we as a Board have always accepted them.

Vice Chancellor of External Affairs Sharon Miller noted the process for the request went through the Chancellor's office to the Foundation's Executive Director. In this particular case, the donor is the Foundation, and they have approved a set of guidelines. Normal protocol is to follow the donor's requests for the funds.

Dr. Meyer said often times we are a flow-through agency where the funds flow through us to the students. Trustee McCulloch stated somebody established criteria for a student to get scholarship dollars, and as a trustee he feels the Board should weigh in on those criteria.

Trustee Kuhn inquired about the external distance learning reviewers. Dr. Maze responded the reviewers will be hired through Kelly Services as part-time, temporary and would be instructional designers who are credentialed to assess course quality standards. Dr. Maze said they plan to hire two individuals.

Trustee McCulloch asked about the proposal that went to the Foundation. Dr. Maze said she will forward the document to the Chancellor's office tomorrow.

2.3 Introduction of New Staff

Associate Vice Chancellor for Academic Affairs Timothy Sherwood introduced Abigail Sandusky, Business Faculty at Highland Lakes; Todd Symington, Social Sciences Faculty at Royal Oak; Daniel Puig-Pey Stiefel, Math faculty at Royal Oak/Southfield; and Michael Goldin, Academic Dean of Math/Natural Life Sciences at Auburn Hills.

3. ACADEMIC AND STUDENT AFFAIRS

- 3.1 Student Report –Royal Oak/Southfield Campus President Steven Reif introduced Travaughn Jones, who will serve as the Board’s student representative for the remainder of the calendar year.

Mr. Jones presented his report on student life activities at the campuses.

- 3.2 Academic Initiatives – None

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 Davis MOVED to approve the revised faculty recommendations. Trustee McCulloch seconded.

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

On behalf of the College and Board of Trustees, Vice Chair Bryant and Dr. Meyer congratulated Karen Robinson (absent) for her 27 years as English faculty at the Highland Lakes Campus. They also congratulated David Becker for his 40 years as Chemistry faculty at the Auburn Hills Campus. Dr. Becker noted he was with the College for approximately 80 percent of its history. He thanked OCC for the wonderful opportunities given to him.

- 4.2 Business and Finance

- 4.2.1 Finance Quarterly Report

There were no questions regarding the Finance Quarterly Report.

4.2.2 Investment Program Update

Brian Quinn, PFM Asset Management Director, provided the first quarterly update on OCC's investments. The objectives were:

- Shorten duration of portfolio
- Reduce optionality
- Diversify portfolio
- Match cash flows going forward

Mr. Quinn shared some of the future strategy highlights:

- Expecting economic conditions to gradually improve
- Closely monitoring FOMC and International economic developments
- Expected drivers of performance

Mr. Quinn addressed questions from the Board regarding sector allocation and the Federal Rate hike.

4.3 College Facilities Quarterly Report

Vice Chair Bryant inquired why some of the facility projects were cancelled. Vice Chancellor of Administrative Services Peter Provenzano responded items are reviewed on a case-by-case basis. Sometimes projects can be postponed to a later date. Mr. Provenzano briefed the Board on a new reporting format.

4.4 Information Technology Quarterly Report

There were no questions regarding the Information Technology Quarterly Report.

4.5 Contracts and Purchases

Trustee Kuhn asked item 4.5.5 be removed from the Consent Calendar.

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.5.1 to 4.5.4 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee McCulloch **MOVED** to approve items 4.5.1 to 4.5.4 on the Consent Calendar - Contracts and Purchases. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None

Motion Carried

4.5.1 Bulk Road Salt
College-Wide

The Board of Trustees approved the purchase of bulk road salt from the metro region vendor as identified by the State of Michigan at a total cost not to exceed \$81,653.00 for the 2015-16 winter season.

4.5.2 Print and Copy Equipment
College-Wide

The Board of Trustees approved the execution and delivery of a Master Lease/Purchase Agreement with Great America Financial Services Corporation, as Lessor, and separate lease schedules thereto, for the acquisition, financing, and leasing of certain equipment to be manufactured, delivered and/or installed by Applied Imaging for copy and print equipment, service, and supplies, for a term of 60 months and at a monthly cost not to exceed \$30,260.60; approved the execution and delivery of other documents required in connection therewith; and approved all other actions necessary to the consummation of this transaction.

4.5.3 Innovative Learning Group (ILG)
Economic and Workforce Development – MNJT Program

The Board of Trustees approved the use of Innovative Learning Group for a total amount not to exceed \$100,000.00 for training developed and delivered through June 30, 2016.

4.5.4 ETAS, Inc.
Economic and Workforce Development

The Board of Trustees approved the use of ETAS, Inc. for training services at a cost not to exceed \$59,500.00 for training delivered through June 30, 2016.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.5.5 2015-16 IT Contracts

The Board discussed their responsibility to review these contracts. Vice Chancellor for Information Technologies Robert Montgomery noted the Board had already approved the IT budget covering these items. He stated last year a similar list of IT projects was approved by the Board and received quarterly progress reports. The Board requested more detailed projects and the contracts reviewed by the College's attorney.

Vice Chair Bryant asked for a motion on this. Trustee Davis so MOVED, and Vice Chair Bryant seconded for the purpose of getting the motion on the floor.

Trustee Kuhn MOVED to postpone this item until the Board's next meeting.
Trustee McCulloch seconded.

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

6.1 Operating Engineers Bargaining Unit Labor Agreement 2015-17

Trustee McCulloch MOVED the Board of Trustees approve the collective bargaining agreement with the International Union of Operating Engineers Local 324 covering the period of September 16, 2015 through June 30, 2017. Trustee Davis seconded.

Vice Chancellor for Human Resources William MacQueen provided a summary of the terms of the agreement.

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

6.2 Tuition Policy

Trustee McCulloch MOVED to approve the first reading of the Tuition Policy. Trustee Davis seconded.

Trustee McCulloch suggested point no. 2 is changed to read "unrestricted" college reserves.

Dr. Meyer and Mr. Provenzano addressed questions from the Board regarding course costs, out-of-district students, market competitive tuition rates, and information and formulas presented at the September 10th Board study session.

Dr. Meyer stated traditionally the Board only set tuition, and the College set the fees. This introduced policy recognizes the sovereign power of the Board to set fees. The basis for fees is: 1) administrative costs (including matriculation), and 2) different course/program costs for delivery of education.

Trustee Davis asked if we should table this item because a full Board is not present. Trustee McCulloch stated he was reasonably confident going forward. He looked at the special workshop as laying out the proposed potential value statements. Vice Chair Bryant agreed. Trustee McCulloch stated all key components, indirect and direct program costs and potential subsidy, should be taken into consideration.

Trustee Davis suggested charging higher fees for more expensive courses, such as culinary, nursing, and CREST.

Vice Chair Bryant called the question.

AYES: Bryant, Davis, McCulloch

ABSTAIN/NAY: Kuhn Motion Failed

6.3 State of Michigan Appropriation Local Strategic Value Resolution

Trustee Davis MOVED to approve the State of Michigan Appropriation Local Strategic Value Resolution. Trustee McCulloch seconded.

A roll call vote was taken:

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

6.4 ACCT Leadership Congress Delegates

Trustee Kuhn MOVED Vice Chair Bryant and Trustee McCulloch serve as Oakland Community College's voting delegates at the ACCT Leadership Congress in San Diego on October 14-17, 2015. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, McCulloch

NAYS: None Motion Carried

6.5 Special Meetings

Trustee Kuhn removed this item from the agenda.

7. BOARD MEMBER REPORTS AND COMMENTS

Trustee Davis asked two items be added to the November meeting agenda: 1) update Board bylaws, policies, and procedures, and 2) reports needed for the Board to help them in their role as trustees.

Trustee Kuhn hopes administration would try and incorporate Trustee McCulloch's suggestions for the fee value statements.

Trustee McCulloch inquired whether an October Board meeting is required. Dr. Meyer replied it depends on the disposition of the collective agreements currently being negotiated.

Vice Chair Bryant commented she felt the workshops on Finance and Tuition were extremely helpful and appreciated the ability to learn the information together. She also was pleased the workshops were held at Auburn Hills for all interested employees.

Trustee Kuhn stated the Board should receive action materials timely according to Board policy prior to Board meetings.

8. ADJOURNMENT

Trustee Kuhn MOVED to adjourn the meeting, and Trustee McCulloch seconded.

AYES: Bryant, Davis, Kuhn McCulloch

NAYS: None

Motion Carried

Vice Chair Bryant adjourned the meeting at 9:08 p.m.

Cherie A. Foster

Date

Shirley J. Bryant, Vice Chair

Pamala M. Davis, Secretary