



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
August 20, 2001
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 by Chairperson Towar at 7:03 p.m., who welcomed all guests and staff members.

1.2 Attendance

Present

Jeanne Towar, Chairperson
Judith Wiser, Vice Chairperson
Pamala Davis, Trustee
Anne Scott, Trustee
Janice Simmons, Trustee
John Wangler, Trustee

Absent

Sandra Ritter, Secretary

1.3 Student Presentation

There was no student presentation.

1.4 Review of Minutes

The minutes of the July 16, 2001 meeting were accepted without revisions.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

- The Highland Lakes Campus will co-sponsor a diversity conference in association with Waterford School District September 21 through September 22, 2001. A dinner will be held on September 21 at 6:00 p.m. at the Highland Lakes Campus.
- The next Board Planning Session will be held in the Board Room on Monday, August 27 at 6:00 p.m. At the planning session, the Board will set strategic endpoints for the 2002-2007 strategic plan.
- The Golf for Scholarships outing last Friday was very successful. Over \$38,000 was raised. Four student scholarship winners came to share their stories with those assembled.
- The College will conduct "Future Search: A Vision for Excellence" on October 5 and 6 to begin the strategic planning process for the next five years.
- The College United Way Campaign will be held September 17-28.
- Updated Personnel Recommendations have been placed at each Board member's place.
- There will be five new staff members introduced this evening.
- In follow-up to Board of Trustee requests, Vice Chancellor Brantley has prepared a memo regarding three items: the transfer of 35th Anniversary book sales to the College Foundation, the purchase of technology-enhanced classroom equipment and an enrollment update. Mr. Brantley will discuss this memo this evening.
- The General Fund Budget Status Report found in the Board packets has a new format this month.

2.2 Staff Reports

Vice Chancellor Brantley discussed the memo he prepared in response to Board of Trustee requests at the July 16, 2001, Board meeting. Specifically, he discussed the 35th Anniversary book sales noting that he has confirmed with the Chancellor that the monies will be transferred to the College Foundation. Secondly, Mr. Brantley discussed the purchase of technology-enhanced classroom equipment noting the College estimates 23 systems will be purchased this year. Regarding follow-up of these purchases, the Board determined that informal

reporting is all that is required, and the College should purchase equipment as needed. Mr. Brantley also provided a tuition revenue update noting that the College has seen an increase in enrollment. Trustee Scott requested a further explanation at the next Board meeting of the decrease in student credit hours for the spring semester in non-credit courses in 2000-01 as compared to 1999-2000. The Chancellor explained that most non-credit courses fall within Workforce Development Services or the Business Technology Center, and it is likely contracts were not written for this period of time.

2.3 Introduction of New Staff

Vice Chancellor Carol Brown introduced Arden Sargeant (CW) Academic services Coordinator, Leanne Nadlicki (DO) Enrollment Services Specialist and Destiny Love-Harrison (DO) Enrollment Services Specialist; President Norman Stephens introduced Ken Sigler (AH) CIS Faculty Member and Marvin Pelot (AH) CIS Faculty Member.

3. COLLEGE RESOURCES

3.1 Personnel Recommendations

Trustee Towar MOVED to approve the Personnel Recommendation as submitted.

The faculty recommendation for sabbatical leave for the winter 2002 and spring 2002 semesters of Ruth E. Grass (HL) Counseling; the exempt management staff recommendation for sabbatical leave for the winter 2002 semester of Patricia J. Funtik (OR) President's Office; the faculty extension of temporary – full-time appointment of Rhonda Gaines (AH) Counseling, and Cynthia Kozak (AH) Counseling; the faculty temporary – full-time appointment of Wendy Conway (OR) Mathematics Teaching Faculty; the faculty appointment – annual contract of Carol T. King (OR) Fine & Performing Arts Teaching Faculty – Theatre; the Administrative Appointment of Lane A. Glenn (AH) Dean of Academic and Student Services, and Mary C. Maze (HL) Dean of Academic and Student Services; the Management Staff appointment of Gabriel S. Shumba (DO) Financial Analyst; the Classified Transfer of Marian Shirlee (OR) Administrative Specialist; the Classified Appointments of Kelly G. Root (RO) Paraprofessional – Part-time, Brenda J. Dilworth (HL) Secretary,

and Gloria J. Kennard (HL) Learning Resources Technician; the Classified Appointment – Part-time-temporary – Grant Funded of Phyllis P. Truba (AH) Placement Services and Cooperative Education Secretary; and the Public Safety Appointment of David J. Board (OR) Public Safety Officer were approved.

AYES: Towar, Wisner, Davis, Scott, Simmons, Wangler

NAYS: None Motion
Carried

3.2 Business and Finance

3.2.1 Treasurer's Report

The Board reviewed the treasurer's report.

3.2.2 General Fund Budget Status Report

The Board reviewed the general fund budget status report and noted that the new format is helpful. Mr. Brantley encouraged the Board to provide feedback regarding the new format.

3.3 College Facilities

3.3.1 Permanent Easement Assignment

Dedicate Easement for Underground Electrical Service to the CREST Site on the Auburn Hills Campus

Vice Chairperson Wisner MOVED to (1) consent to the assignment of the underground electrical service easement to the Detroit Edison Company, and (2) authorize Administration to execute and deliver documents and agreements as necessary.

AYES: Towar, Wisner, Davis, Scott, Simmons, Wangler

NAYS: None Motion
Carried

3.3.2 Progress Report - Construction Projects

The Board reviewed the Progress Report – Construction Projects, and the positive variance was noted.

3.4 Contracts and Purchases

3.4.1 Particle Board Supply
Oakland Fire Training Institute – Auburn Hills Campus

Trustee Simmons MOVED that the Board of Trustees approve the purchase of particle board for the 2001-2002 fiscal year from Wickes Lumber at a cost not to exceed \$25,318.65.

AYES: Towar, Wiser, Davis, Scott, Simmons, Wangler

NAYS: None Motion

Carried

3.4.2 Extension of Lobbyist Appointment

The Chancellor reviewed with the Board the general program for Karoub for the year 2001-02. The Board expressed that they are very pleased with Karoub's work.

Trustee Scott MOVED that the Board of Trustees approve extending the appointment of Karoub Associates for the 2001-2002 fiscal year for an annual fee of \$38,400.

AYES: Towar, Wiser, Davis, Scott, Simmons, Wangler

NAYS: None Motion

Carried

The Board will discuss at the planning session on August 27, 2001, the reporting format desired of Karoub during the 2001-2002 fiscal year.

CONSENT AGENDA

Items 3.4.3 – 3.4.8 listed below on the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussions of these items unless a Board member or the Chancellor so requests, in which event the

item will be removed from the general order of business and considered as the last item before Adjournment.

Trustee Simmons MOVED to approve items 3.4.3 – 3.4.8 under consent agenda.

AYES: Towar, Wiser, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

3.4.3 Quick Start - Orchard Ridge Campus

The Board of Trustees approved the contract with Quick Start for the 2001-2002 fiscal year at a cost not to exceed \$25,000.

3.4.4 Productivity Point International - Orchard Ridge Campus

The Board of Trustees approved the contract with Productivity Point International for the 2001-02 fiscal year at a cost not to exceed \$117,000.

3.4.5 Microsoft Corporation - Orchard Ridge Campus

The Board of Trustees approved the purchase of instructional materials for the 2001-2002 fiscal year for the Microsoft Certified System Engineering series of classes from Microsoft Corporation at a cost not to exceed \$158,000.

3.4.6 Revised Contract with Jackson Community College - Workforce Development Services

The Board of Trustees approved an additional \$15,000 to the contract with Jackson Community College at a total contract cost not to exceed \$95,000 for instruction and materials delivered through March 30, 2002.

3.4.7 Contract with Morrell, Inc. - Workforce Development Services

The Board of Trustees approved a contract with Morrell, Inc., at a cost not to exceed \$33,000 for training and materials delivered through March 30, 2002.

3.4.8 2001-2002 Agency Affiliations - Nursing and Allied Health Programs

The Board of Trustees approved the College's affiliation with the facilities on the attached list for the 2001-2002 academic year, and authorized the Chairperson to execute any new agreement as necessary.

END OF CONSENT AGENDA

4. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

Gerald Faye noted that the next College Senate meeting will be held in September at which time a report will be made to the Board.

4.2 Student Reports

None

4.3 Academic Initiatives

None

5. OLD BUSINESS

Trustee Wisner noted that the Board has received a letter confirming a mediation date of Tuesday, October 16, 2001, with Teamsters Local 214.

Trustee Wangler questioned if the public safety department will be absorbed by the Oakland County Sheriff's department. The Chancellor reported that until negotiations are concluded, no further exploration of using Oakland County has occurred. He noted that contract negotiations are in fact finding.

6. NEW BUSINESS

Trustee Scott requested a report regarding the PDTC, specifically the budget, process and mission. She also asked if the PDTC conducts OSHA training for the College. Executive Director Linda Pososki reported that the PDTC conducts OSHA training for the College. She also noted that a PDTC annual report can be sent to the Board. A current report will be printed in September and will be sent to the Board at that time.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Towar noted that the 14th annual Pontiac Pancake Breakfast will be held September 8th from 7:00 a.m. to 12:00 p.m. at the Betty Stogdill Pancake Shelter. It was noted that Dean Tony Ingram is coordinating the volunteer efforts.

7.2 Labor Organizations and Associations

James Berry, OCCFA President, reported that it is a new year with a new set of challenges: retirements, Datatel Colleague implementation process, potential enrollment of unemployed white collar workers and faculty internships. Dr. Berry expressed OCCFA's appreciation for their involvement in the strategic planning retreat.

7.3 Public Comments/Petitions

None

8. ADJOURNMENT

Chairperson Towar adjourned the meeting at 7:54 p.m.

Pamela Kramer

Date

Jeanne Towar

Sandra Ritter