



BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
March 15, 2004  
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 Chairperson Simmons, who welcomed all guests and staff members.

1.2 Attendance

Present

Janice Simmons, Chairperson  
John Wangler, Vice Chairperson  
Anne V. Scott, Secretary  
Phillip Abraham, Trustee  
Pamala Davis, Trustee  
Judith Wisner, Trustee  
Sandra Ritter, Trustee

1.3 Public Comments/Petitions

None

1.4 Student Presentation

Nursing Faculty Geri Even and OCC nursing students Kristen Dooley and Linda Shindle reported on OCC's Mobile Nurse Clinic, a community outreach program sponsored by the Department of Nursing. The Mobile Nurse Clinic provides health promotion and disease prevention for residents of Oakland County. The clinic is staffed by nursing faculty and nursing students who travel to various sites around Oakland County for a day of health assessments, screenings, education and referrals. Services offered include free screenings for blood sugar, hearing

and vision, blood pressure, height and weight, cholesterol level and body fat analysis. The services provided by the Mobile Nurse Clinic can vary from site to site and are designed to meet the unique needs of each individual location.

1.5 The minutes of the February 16, 2004, Regular Board meeting were approved as presented.

## **2. CHANCELLOR'S REPORT**

### **2.1 Chancellor's Comments**

- Chancellor Spangler wished Trustee Pamala Davis a happy birthday.
- The chancellor attended the Detroit Economic Outlook Lunch at Cobo Center on Friday, February 27, with seven uniformed police, fire and EMT students. Campus President Sharon Blackman and Executive Director Cheryl Kozell were also present to hear Secretary Tom Ridge discuss homeland security.
- Oakland Community College and Kettering University signed a partnership agreement on Friday, March 5.
- Chancellor Spangler attended the annual Phi Theta Kappa luncheon in Lansing, along with two students, Campus President Ed Callaghan, and Highland Lakes PTK advisor Jim Halleman.
- The chancellor attended the OCC Foundation's Scholarship Luncheon at the Orchard Ride Campus on March 11.
- The Royal Oak Campus hosted a students' career day on March 3 for students who attend the International Academy.
- Oakland University and OCC are developing an RN to MSN program to be sponsored by Oakland University and housed at OCC.
- The Joint Capital Outlay Subcommittee will audit projects above \$1 million of all colleges and universities in the state. OCC submitted two current projects and all 14 completed but affected projects to the JCOS for review.
- A closed session will occur at the end of tonight's regular business meeting to discuss matters related to the Pontiac Place lease and also to discuss a personnel matter.
- Two special board planning sessions, March 29 and May 10, were proposed and scheduled for the purpose of discussing the strategic planning process. The planning sessions will focus on the role the board of trustees plays in the strategic plan and how the plan ties in with the board's expectations for the chancellor.

### **2.2 Staff Reports**

Vice Chancellor George Keith, with the assistance of faculty member Patrick O'Connor and Dean Cathey Maze, provided an overview of OCC's progress toward gathering student learning outcomes assessment data for the Higher Learning Commission. To date, 102 out of 121 programs have assessment plans

on file and the remaining programs' assessment plans will be submitted in the fall. Dean Maze reported that of the ten general education attributes, writing and critical thinking were chosen for analysis using standardized tests.

Chairperson Janice Simmons requested an outline be provided to the board for future presentations when the material is complex and detailed.

President Sharon Blackman reviewed the summary report on Economic Development Job Training Grants (EDJT) which was developed in response to a request made by Trustee Sandra Ritter. OCC is the largest receiver of EDJT grants in the state.

Secretary Anne Scott suggested that requests to college administrators for reports requiring follow-up material be made by the Board as a whole rather than by individual Board members.

### 2.3 Introduction of New Staff

Campus President Martha Smydra introduced Carol Hufnagel, secretary in the PASS office at the Royal Oak Campus.

### 3.1 Personnel Recommendations

Vice Chairperson Wangler MOVED to approve the Personnel Recommendations as submitted.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wisner

NAYS: None Motion Carried

The Board approved the following personnel recommendations: the faculty transfer of Carolyn Harrison (SF) to English Teaching Faculty from IIC Faculty; the classified-part time recommendations for leave of absence without pay for Matthew Pastula (SF) IIC Paraprofessional; the classified appointment of Janice Warhus (RO) CIS Paraprofessional (from part-time to full-time); the classified appointment of Kamal Sabnani (AH) MTEC Paraprofessional; and the classified part-time appointment of Reynaldo Arceno (HL) Counseling Student Services Specialist.

#### 3.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

#### 3.2.2 Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

#### 3.2.3 Tax Levy of Operating Millage and Collection of Taxes for 2004-05

Vice Chairperson Wangler MOVED to recommend that a maximum annual rate of 1.5983 mills (\$1.5983 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.

Secretary Scott seconded the motion.

A roll call vote was taken

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wisner

NAYS: None Motion Carried

Vice Chairperson Wangler MOVED to recommend adoption of the Resolution for the Collection of Taxes to be collected in the same manner and at the same time as the 2004 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.

Secretary Scott seconded the motion.

AYES: Simmons, Wangler, Scott, Abraham, Davis Ritter, Wisner

NAYS: None Motion Carried

### 3.3 College Facilities

#### **CONSENT AGENDA – MAINTENANCE PROJECTS**

Items 3.3.1 – 3.3.5 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 of 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 Davis MOVED to approve items 3.3.1 – 3.3.5 under consent agenda – maintenance projects.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wisner, Ritter

NAYS: None Motion Carried

#### 3.3.1 College-Wide Deferred Maintenance Project Asphalt Paving Replacement

Entrance Roadways/Parking Lot #5  
Auburn Hills Campus  
OCC Project No. PF-AH03-021

The Board of Trustees granted authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Asphalt Paving Replacement, Entrance Roadways/ Parking Lot #5 <u>Auburn Hills Campus</u> OCC Project No. PF-AH03-021	\$349,500

- 3.3.2 College-Wide Deferred Maintenance Project  
HVAC Equipment Replacement  
Physical Education Building  
Highland Lakes Campus  
OCC Project No. PF-HL03-019

The Board of Trustees granted authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

<u>Project Name</u>	<u>Project Cost</u>
HVAC Equipment Replacement, Physical Education Building <u>Highland Lakes Campus</u> OCC Project No. PF-HL03-019	\$82,500

- 3.3.3 College-Wide Deferred Maintenance Project  
Loading Dock Renovations  
Building L  
Orchard Ridge Campus  
OCC Project No. PF-OR04-006

The Board of Trustees granted authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Loading Dock Renovations, Building L <u>Orchard Ridge Campus</u> OCC Project No. PF-OR04-006	\$72,436

- 3.3.4 College-Wide Deferred Maintenance Project

Waterproofing/Concrete Replacement  
Plaza, Building J  
Orchard Ridge Campus  
OCC Project No. PF-OR04-003

The Board of Trustees granted authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Waterproofing/Concrete Replacement-Plaza Building J <u>Orchard Ridge Campus</u> OCC Project No. PF-OR04-003	\$398,200

- 3.3.5 College-Wide Deferred Maintenance Project  
Library Lighting Improvements, Building C  
Royal Oak Campus  
OCC Project No. PF-RO03-016

The Board of Trustees granted authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Library Lighting Improvements, Building C <u>Royal Oak Campus</u> OCC Project No. PF-RO03-016	\$149,300

## **END OF CONSENT AGENDA – MAINTENANCE PROJECTS**

- 3.3.6 Progress Report – Construction Projects

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

## **CONSENT AGENDA – CONTRACTS AND PURCHASES**

Items 3.4.1 – 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 Abraham MOVED to approve items 3.4.1 – 3.4.8 under consent agenda – contracts and purchases.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wiser

NAYS: None Motion Carried

- 3.4.1 Affiliation Agreement  
with the Birmingham Fire Department  
Emergency Medical Technology Program  
Auburn Hills Campus  
The Board of Trustees approved the College entering into an agreement with the Birmingham Fire Department of Birmingham, Michigan 48009, and authorized the chairperson to execute the agreement.
- 3.4.2 Office Supplies  
College-Wide  
  
The Board of Trustees approved a contract with Boise Office Products, using the E & I competitively bid rates, for a period of April 1, 2004 through December 31, 2008.
- 3.4.3 Flashover Container System  
Fire Academy – Auburn Hills  
  
The Board of Trustees approved the purchase of a Flashover Container System from Swede Survival Systems, Inc., at a cost not to exceed \$48,950.
- 3.4.4 MAKO Compressor System  
Fire Academy – Auburn Hills  
  
The Board of Trustees approved the purchase of a MAKO Breathing Air Center from Air Source One, Inc., at a cost not to exceed \$45,863.
- 3.4.5 Contract with Ace Consulting  
Workforce Development Services  
  
The Board of Trustees approved a contract with Ace Consulting, for a total amount not to exceed \$50,000 for facilitation and training delivered through June 30, 2004.
- 3.4.6 Contract with I-Tech, Inc.  
Workforce Development Services

The Board of Trustees approved a modification of the contract with I-Tech, Inc., for an additional amount not to exceed \$350,000 for training delivered through June 30, 2004.

3.4.7 Contract with M & J, LLC,  
D.B.A., New Horizons Computer Learning Centers  
Workforce Development Services

The Board of Trustees approved a contract with New Horizons, for a total amount not to exceed \$50,000 for IT training through August 31, 2004.

3.4.8 Contract with Pink Elephant, Inc.  
Workforce Development Services

The Board of Trustees approved a modification of the contract with Pink Elephant, Inc., for an additional cost not to exceed \$75,000 for training delivered through August 31, 2004.

**END OF CONSENT AGENDA – CONTRACTS AND PURCHASES**

**4. ACADEMIC AND STUDENT AFFAIRS**

4.1 Academic Senate Reports

None

4.2 Student Reports

None

4.3 Academic Initiatives

None

**5. OLD BUSINESS**

Trustee Abraham MOVED to have the College submit an RFP for auditing firms with bids due in time for approval at the April 19, 2004 Board of Trustees meeting.

A roll call vote was taken.

AYES: Wangler, Scott, Abraham, Davis, Ritter, Wisner



NAYS: Simmons

Motion Carried

Vice Chancellor Clarence Brantley reminded the Board of Trustees that the decision to hire an auditing firm must be made at the April 19, 2004 Board meeting.

## 6. NEW BUSINESS

### 6.1 2004-2005 Schedule of Regular Board Meetings and Conferences

Trustee Davis MOVED to change the December 20, 2004 Regular meeting to December 13, 2004 and authorize related travel expenses. There was discussion and agreement about this being an “action only” meeting, not to include reports and presentations.

Secretary Scott requested the MCCA Board of Directors meetings be added to the schedule.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wisner

NAYS: None

Motion Carried

### 6.2 Vice Chairperson Wangler MOVED to approve the Chancellor’s Evaluation Process, Evaluation Timeline, and Evaluation Form.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wisner

NAYS: None

Motion Carried

Vice Chairperson MOVED to enter into a closed session for the purpose of discussing legal opinion regarding potential legal action concerning leased property located at Pontiac Place, 140 S. Saginaw Street, Pontiac, Michigan and to discuss a personnel matter.

A roll call vote was taken.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wisner

NAYS: None

Motion Carried

The Board of Trustees entered into closed session at 8:40 pm.

Chairperson Simmons adjourned the closed session at 9:45 pm and entered into open session. Chairperson Simmons adjourned the meeting at 9:45 pm.

Respectfully submitted,

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Patricia J. Funtik

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Date

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Janice Simmons, Chairperson

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Anne Scott, Secretary