



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
October 15, 2007
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 Zimmerman who welcomed all staff and guests.

1.2 Attendance

Present

Anna Zimmerman, Chairperson
Dale Cunningham, Vice Chairperson
Thomas Kuhn, Secretary
Phillip Abraham, Trustee
Pamala Davis, Trustee
Sandra Ritter, Trustee
Anne Scott, Trustee

1.3 Public Comments/Petitions

Long-time faculty member Don Nichols expressed his appreciation to the Board for providing him a wonderful place to work for the past 42 years. Dr. Nichols asked the Trustees to consider opening a sick day bank to store his 210 unused sick days. The sick days could be given to any College employee diagnosed with cancer to use. If the sick day bank idea is not possible, Dr. Nichols asked Trustees to take the value of the 210 sick days and donate the cash to the student scholarship program.

1.4 Student Presentation

None

1.5 Review of Minutes

1.5.1 Review of Minutes 9/10/2007 Special Board Meeting

The Board of Trustees reviewed the Minutes of the 9/10/2007 Special Board

meeting.

1.5.2 Minutes 9/17/2007 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the 9/17/2002 Regular Board meeting.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Interim Chancellor Brantley made the following comments and observations:

- Auburn Hills Campus
 - Economic and Workforce Development began three short term training programs for participants in the Welfare to Work and No Worker Left Behind programs. Training programs include: patient care assistant, facilities maintenance and dental assistant.
 - General Motors provided internship opportunities in the automotive servicing technology program.
- Highland Lakes Campus
 - Medical Assisting students received a 100 percent pass rate on the certification exam they took in June.
 - Due to the construction on campus, Walled Lake Northern High School hosted college night on October 1, 2007.
- Orchard Ridge Campus
 - The Culinary Studies Institute hosted the first annual Starbucks Competition for students. Starbucks contributed a \$1,000 scholarship to OCC and provided prizes for the student winners in two categories.
 - Four hundred people attended the 8th annual Michael Golds conference on AD/HD.
 - More than 4,000 people were on campus for the opening ceremony of the Three-Day Breast Cancer Walk.
 - Student Appreciation Days and a College Fair were the highlights of Student Life activities.
- Royal Oak/Southfield Campus
 - The Royal Oak and Southfield Campuses held U.S. Constitution Day observances on September 18, 2007 and September 20, 2007 respectively.
 - The Royal Oak/Southfield Diversity Committee hosted a "responding to hate" film and discussion forum on September 20, 2007.
 - Twenty-four pints of blood were collected at the Royal Oak Campus on September 24, 2007.
 - Latino heritage month was observed at the Royal Oak and Southfield Campuses.
 - Sixty colleges participated in college night on October 2, 2007.

- College Controller Gail Pitts was named chair of the Michigan Association of Certified Public Accountants on September 25, 2007.

Staff Reports

John Sirhal, managing partner of the College's auditing firm, Plante and Moran, and Senior Manager Paul Edwards provided an overview of the 2006-2007 annual audit noting that the audit went very well. In a letter to Interim Chancellor Brantley, the auditors made suggestions for improving internal controls and for improving the overall financial condition of the College.

The Administration will report to the Board of Trustees on how the issues are being addressed. Trustee Abraham requested a timeline for solving the issues.

2.2 Introduction of New Staff

Gail Pitts introduced two new accounting specialists, Carie Fenton and Shan Wang.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

None

3.2 Student Reports

Auburn Hills Phi Theta Kappa Chapter President Victoria Marques noted that the documentary film "Cold Water" was shown at the Auburn Hills Campus. A Red Cross blood drive is scheduled for the Orchard Ridge Campus on October 18, 2007. Six thousand items have been collected for the Royal Oak/Southfield Phi Theta Kappa recycling project. Auditions are being held on October 18, 2007 for the singing idol contest. The Chancellor's Leadership Academy is going very well.

3.3 Academic Initiatives

None

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED and Trustee Cunningham seconded approval of the personnel recommendations.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter Scott

NAYS: None

Motion Carried

The Board of Trustees approved the following personnel recommendations: the recommendation for sabbatical leave at full pay for Winter 2008 for faculty member Robert Willey, English teaching faculty (OR); the promotion of full-time administrative staff Kayla LeBlanc, Director of Academic Technology (DO@RH) from Manager, Online Learning Technologies (DO); the appointment of part-time Classified staff Mary Thomas, Child Care Assistant (AH); the promotion/transfer of full-time Classified staff Ann Riedel, Administrative Specialist (AH) from Secretary (AH), Tonisha Scott, Financial Aid Specialist (RO) from Student Service Specialist (AH), and Larry Honja, Jr., Automotive Body/Vehicle Specialist (AH) from part-time Parts and Tool Crib Attendant (AH); the appointment of Public Safety staff Daniel Sullivan, Public Safety Officer (CW); the retirement of Michele Schwar, Administrative Specialist (HL); the death of Joanne Bouren, Secretary (SF); the retirement of Leonard Podsiadlik, Business teaching faculty (OR).

4.2 Business and Finance

4.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

4.2.2 General Fund Budget Status Report

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

4.2.3 2006-2007 Annual Audit

The Board of Trustees reviewed the 2006-2007 Annual Audit.

4.3 College Facilities

4.3.1 Progress Report – Construction Projects

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

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.5 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 or the Chancellor so requests, in which event the item will be removed from the general order of business and voted on separately.

Trustee Abraham MOVED and Trustee Cunningham seconded approval of Items 4.4.1- 4.4.5 on the Consent Agenda – Contracts and Purchases.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Scott

NAYS: Ritter Motion Carried

4.4.1 Cisco Certified Network Professional Equipment
Computer Information Systems Program
Auburn Hills Campus

The Board of Trustees approved the purchase of the Cisco Certified Network Professional Equipment from Sigmanet, at a cost not to exceed \$43,545.

4.4.2 Closed Circuit Television (CCTV) Equipment
College-Wide

The Board of Trustees approved the purchase and installation of CCTV equipment by Security Corporation, at a cost not to exceed \$126,631, and authorized the administration to execute the contract stipulating same.

4.4.3 COMPASS Scantron Sheets
College-Wide

The Board of Trustees approved the purchase of COMPASS placement test Scantron sheets from Delta College, at a cost not to exceed \$51,750.

4.4.4 Bookstore Fixtures
Highland Lakes Campus

The Board of Trustees approved the purchase and installation of fixtures from Franklin Fixtures, at a cost not to exceed \$66,957.

4.4.5 Affiliation Agreement
Pontiac Osteopathic Hospital
Auburn Hills Campus

The Board of Trustees approved the College entering into an agreement with Pontiac Osteopathic Hospital of Pontiac, Michigan 48342, and authorized the Chairperson to execute the agreement.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. OLD BUSINESS

5.1 Update on Revisions to Current Board Policies

CONSENT AGENDA – BOARD POLICIES

Items 5.1.1 – 5.1.8 listed below on the Consent Agenda 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 voted on separately.

Trustee Zimmerman suggested using a roll call to take attendance at board meetings.

Trustee Abraham MOVED and Trustee Kuhn seconded approval of Items 5.1.1 – 5.1.8 on the Consent Agenda – Board Policies.

Trustees discussed whether or not these items need to be reviewed individually.

Trustee Abraham withdrew the motion and Trustee Kuhn supported the withdrawal.

Trustee Abraham MOVED and Trustee Kuhn seconded approval of the recommended revision to Board Policy 1.2.1, Officers, as presented at the September 17, 2007, Board of Trustees' meeting.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Ritter, Scott

NAYS: None Motion Carried

5.1.1 Update Policy 1.2.1 – Officers

The Board of Trustees approved the following revision to Board Policy 1.2.1, Officers:

The officers of the Board of Trustees shall be Chairperson, ~~and~~ a Vice Chairperson ~~who shall be members of the Board~~, and a Secretary who shall be members of the Board and a Treasurer who may, but need not be, a members of the Board.

The policy as revised:

The officers of the Board of Trustees shall be Chairperson, a Vice Chairperson, and a Secretary who shall be members of the Board and a Treasurer who may, but need not be, a member of the Board.

Trustee Scott MOVED and Trustee Kuhn seconded approval of items 5.1.2 – 5.1.8 on the Consent Agenda – Board Policies.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Davis, Scott

NAYS: Ritter Motion Carried

5.1.2 Update Policy 1.4.1 – Meetings

The Board of Trustees approved the recommended revision to Board Policy 1.4.1, Meetings, as presented at the September 17, 2007, Board of Trustees' meeting.

Meetings of the Board shall be open to the public. The Board may, in accordance with the Michigan Open Meetings Act, 1976 P.A., and any amendments thereto, go into closed session which shall be attended by only those invited by the Board.

~~According to~~ In accordance with Public Act 267, 1976, the Board may hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is sincerely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

The policy as revised:

Meetings of the Board shall be open to the public. The Board may, in accordance with the Michigan Open Meetings Act, 1976 P.A., and any amendments thereto, go into closed session which shall be attended by only those invited by the Board.

In accordance with Public Act 267, 1976, the Board may hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is sincerely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

5.1.3 Update Policy 1.5.2 – Order of Business

The Board of Trustees approved the recommended revision to Board Policy 1.5.2, Order of Business, as presented at the September 17, 2007, Board of Trustees' meeting. Item 1.3, Approval of Agenda, was added and Old Business was changed to Unfinished Business.

The policy as revised:

The Chairperson, upon taking the chair, shall call the members to order of the appearance of a quorum. The order of business, unless modified by the Board, shall be as follows:

1. General Functions
 - 1.1. Call to Order and Welcome
 - 1.2. Attendance
 - 1.3. Approval of Agenda
 - 1.4. Public Comments/Petitions
 - 1.5. Student Presentation
 - 1.6. Review of Minutes
2. Chancellor's Report
 - 2.1. Chancellor's Comments
 - 2.2. Staff Reports
 - 2.3. Introduction of New Staff
3. Academic and Student Affairs
 - 3.1. Academic Senate Reports
 - 3.2. Student Reports

- 3.3. Academic Initiatives
4. College Resources
 - 4.1. Personnel Recommendations
 - 4.2. Business and Finance
 - 4.3. College Facilities
 - 4.4. Contract and Purchases
5. Unfinished Business
6. New Business
7. Community Comments
 - 7.1. Board Member Reports and Comments
 - 7.2. Labor Organizations and Associations
8. Adjournment

5.1.4 Update Procedure 1.5.3 – Public Participation in Meetings

The Board of Trustees approved the recommended revision to Board Procedure 1.5.3, Public Participation in Meetings as presented at the September 17, 2007, Board of Trustees' meeting.

No person shall speak for more than five minutes unless the time limit is waived by a majority of the Board members present. When a large number of speakers are to be heard, the Board may shorten the time for each speaker. The Board may also, by action, set a limit on the time and number of persons to be heard on a given subject.

~~Defamatory or abusive personal remarks are always out of order. The Chairperson of the Board may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.~~

The policy as revised:

No person shall speak for more than five minutes unless the time limit is waived by a majority of the Board members present. When a large number of speakers are to be heard, the Board may shorten the time for each speaker. The Board may also, by action, set a limit on the time and number of persons to be heard on a given subject.

5.1.5 Update Policy 1.5.5 – Procedures

The Board of Trustees approved the recommended revision to Board Policy 1.5.5, Procedures, as presented at the September 17, 2007, Board of Trustees' meeting.

The latest edition of Robert's Rules of Order, Revised, shall be followed in the conduct of Board of Trustee meetings. An effort shall be made to arrive at decisions in the Board meetings through consensus.

The policy as revised:

The latest edition of Robert's Rules of Order shall be followed in the conduct of Board of Trustee meetings. An effort shall be made to arrive at decisions in the Board meetings through consensus.

5.1.6 Update Policy 1.6.1 – Guidelines for Conduct

The Board of Trustees approved the recommended revision to Board Policy 1.6.1, Guidelines for Conduct, as presented at the September 17, 2007, Board of Trustees' meeting.

Letters F, G, and H were added. The words subject, however, to the provisions of Policy 1.6.3 were added to the final paragraph.

The policy as revised:

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board.

The Board recognizes the right of students, faculty, administrators and other employees of the College to hold private meetings and to carry on the day-to-day operations of the College without the participation of Board members.

It is improper for students, faculty, administrators or other employees of the College to submit to the unofficial demands of individual Board members of seek the participation of individual Board members in the day-to-day conduct of College business, or solicit or use individual Board members to promote personal goals without approval of the Board.

It is improper for Board members:

- A. to attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board members has been invited to attend and decides to participate, or the Board member has been officially designated by the Board to attend or participate;
- B. to participate in the day-to-day operations of the College without official Board approval;
- C. to intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without approval of the Board;
- D. to threaten or intimidate any employee of the College;
- E. to borrow money, solicit funds or accept gratuities of any kind from any employee of the College;
- F. to attempt to exercise individual authority over the College;
- G. to violate confidentiality, including discussions which occur at legally held closed meetings of the Board;

- H. to permit themselves to be used to circumvent established lines of authority or to interfere in the normal procedures for processing complaints or grievances.

Notwithstanding the foregoing, the Board recognizes that there should be open communication between the Board members, students, faculty, administrators and employees of the College. The Board encourages such communication for the purpose of obtaining information pertaining to College operations, subject, however, to the provisions of Policy 1.6.3.

5.1.7 Update Policy 1.6.4 – Compensation

The Board of Trustees approved the recommended revision to Board Policy 1.6.4, Compensation, as presented at the September 17, 2007, Board of Trustees' meeting.

No member of the Board shall directly or indirectly receive any compensation or ~~enumeration~~ remuneration nor derive any profit or gain by reason of membership on said Board or by reason of services to the College District, except Board members may be reimbursed for expenses authorized by the Board.

The policy as revised:

No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain by reason of membership on said Board or by reason of services to the College District, except Board members may be reimbursed for expenses authorized by the Board.

5.1.8 Update Policy 1.6.5 – Travel Expenses

The Board of Trustees approved the recommended revision to Board Policy 1.6.5, Travel Expenses, as presented at the September 17, 2007, Board of Trustees' meeting.

Previously letter A stated: Reimbursement for meals and lodging will be consistent with the geographical area.

The policy as revised states:

Preamble:

Board of Trustee members are expected to participate in educational activities that enhance their ability to govern effectively as community college trustees and in articulating College services to the community.

The College will reimburse members of the Board of Trustees for their necessary expenses while traveling on official business (which shall include graduations, cultural events, and other College-related or College-sponsored events and activities) or during attendance at professional or business conferences. All such

activity must have prior approval by the Board of Trustees except where the trustee has been appointed by the Board to serve as a delegate or alternate to associations or organizations to which the College participates or in emergencies. In such emergencies, either the Chairperson or Vice Chairperson must approve the trip in advance. All expenses must stand the test of reasonableness.

The policy as revised:

- A. Meals shall be reimbursed based on the current rate allowed by the IRS for per diem meal rates based on geographical areas published by the General Services Administration.
- B. Reimbursement for lodging will be consistent with the geographical area.
- C. Reimbursement for common carrier will generally be limited to less than first class fare. Exceptions may be made by action of the Board of Trustees when the trip is excessively long or other mitigating circumstances are present. Reimbursement for transportation to and/or from an airport if by public transportation, limousine, taxi, or rental car shall be reimbursed at the actual expense. Any expense in excess of \$25.00 shall be supported by a receipt.
- D. The College will reimburse mileage at the current rate allowed by the I.R.S. for business mileage. The rate will be adjusted and announced whenever that information is made available by the IRS.
- E. Individual Board members seeking reimbursement for expenses will use the appropriate College forms and procedures currently in use.
- F. The College will reimburse Board members for their expenses, but not for expenses of their spouses, dependents, or friends.
- G. The College will not reimburse expenses for dry cleaning, laundry, or personal items or activities. Expenses resulting from extenuating circumstances can be approved by the Board Chairperson within the guidelines as set forth by the Internal Revenue Service.
- H. Expenses for meals for other persons may be reimbursed if the purpose of the meals is related to College business. Such expenses must be reported on the Monthly Expense Report form, and submitted to the Chairperson for approval (the Chairperson to the Vice Chairperson) prior to reimbursement. (See Policy and Procedure 1.6.6).
- I. While a personal car may be used for out-of-state trips, the cost of mileage shall not exceed the cost of coach air fare. When this occurs, the individual can request reimbursement at the commercial rate in lieu of mileage. Any additional travel expenses incurred because of the selection of a slower conveyance shall be considered a personal expense.
- J. Should a Trustee plan to stop en-route to or from a conference for personal business, where the additional cost would incur additional expenses for the College, the added costs shall be borne by the individual.
- K. If a Trustee prefers to stay at a hotel/motel other than that scheduled by the conference, reimbursement shall not exceed the regular rate of the conference hotel/motel.
- L. Should the Trustee's spouse, children, or guest accompany him/her, lodging reimbursement shall be made at the rate that would be incurred if

the Trustee occupied the room alone. When there is a difference in the room rate the single rate shall be noted on the hotel/motel bill by the management at the time of checkout.

- M. Expense reimbursement will be limited to College-related and College-Association-sponsored events and activities unless otherwise authorized by this policy.
- N. The College may reimburse members of the Board of Trustees for reasonable expenses while traveling to any campus if reimbursement is not otherwise permitted under this policy. To qualify for reimbursement of such expenses, a Board member must notify the Chairperson prior to the visit, and the Chairperson must approve the visit in advance. The Chairperson may require a Board member to satisfy certain requirements on such campus visits as a prerequisite to qualifying for reimbursement of expenses. The Chairperson may, at his or her discretion, waive the pre-notification and pre-approval requirements.

END OF CONSENT AGENDA – BOARD POLICIES

5.2 Report on ACCT Congress

Trustee Zimmerman noted that the ACCT Congress she recently attended was very beneficial. She attended various workshops including one on self-assessment. Trustee Zimmerman will provide Trustees with a board self-assessment evaluation form.

Trustee Scott submitted a full report on the conference. Information Trustee Scott provided will be distributed to the Trustees.

Trustee Davis noted that the ACCT Congress was a very informative experience.

Trustee Abraham stated that he received interesting information on emerging technologies and new communication applications and new technologies.

5.3 Update on Audit Subcommittee

A draft of the Audit Committee Charter was distributed and needs to be approved at the next regular meeting of the Board of Trustees.

5.4 Update on Chancellor's Search Committee

Trustee Ritter reported that she will email a revised search timeline to all Trustees and noted that the Trustees will formulate a set of questions to ask each candidate.

6. NEW BUSINESS

6.1 Discuss Chancellor's Contract Committee

The Chancellor's Contract Committee will meet and appoint a chair.

6.2 Update on Credit Card Policy

Trustee Kuhn is drafting a credit card policy.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

- Trustee Davis requested an update on CREST strategic planning.
- Trustee Scott requested an expense report for Chancellor's Search Consultant, Mr. Myers.
- Trustee Abraham requested that Trustee Davis provide a written report on the MCCA Board of Directors' meeting she recently attended.

7.2 Labor Organizations and Associations

No report.

8. ADJOURNMENT

The meeting was adjourned at 8:45 p.m. by Chairperson Zimmerman.

Respectfully submitted,

Patricia J. Funtik

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary