



OAKLAND  
COMMUNITY  
COLLEGE

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
December 10, 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 M. Zimmerman, Chairperson  
Dale Cunningham, Vice Chairperson  
Thomas Kuhn, Secretary  
Phillip Abraham, Trustee  
Pamala Davis, Trustee  
Sandra Ritter, Trustee  
Anne Scott, Trustee

1.3 Approval of Agenda

Trustee Scott requested item 6.1 under New Business be changed to: discussion and vote on hiring a new Chancellor.

Trustee Kuhn requested item 6.2, new Chancellor contract, be added under New Business.

Trustee Ritter requested item 6.3, discussion of Trustees acknowledging their professional and personal associations, be added under New Business.

Trustee Scott requested item 5.6, discussion of credit card policy, be added under Unfinished Business.

Trustee Scott **MOVED** to amend the agenda as noted above and Trustee Cunningham seconded.

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



The Board of Trustees reviewed the minutes of the 11/12/2007 evening meeting.

1.6.4 Review of Minutes 11/15/2007 Morning Meeting

The Board of Trustees reviewed the minutes of the 11/15/2007 morning meeting.

1.6.5 Review of Minutes 11/15/2007 Evening Meeting

The Board of Trustees reviewed the minutes of the 11/15/2007 evening meeting.

1.6.6 Review of Minutes 11/19/2007 Morning Meeting

The Board of Trustees reviewed the minutes of 11/19/2007 morning meeting.

1.6.7 Review of Minutes 11/19/2007 Regular Board Meeting

The Board of Trustees reviewed the minutes of the 11/19/2007 regular Board meeting.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

- Through the work of Dr. Nadia Boulos and Dr. Edward Callaghan the Henry Ford Health System agreed to provide a \$175,000 grant to hire two full-time faculty for the nursing program.
- The College is piloting a textbook rental system for Winter 2008 where 350 math students will be permitted to rent math textbooks at a considerable savings. In order to ensure the program's success, faculty have committed to using the same textbook for a minimum of two years. If successful, the program will be expanded.
- Orchard Ridge Business faculty member Harvey Bronstein was appointed by the governor to a fourth consecutive year as Vice Chair of the Michigan Higher Education Student Loan Authority and the Higher Education Assistance Authority.
- Interim Chancellor Clarence Brantley asked the Board to consider scheduling a Special Board meeting on January 14, 2008 for the purpose of continuing the discussion of the strategic planning process, to discuss the early college initiative and to discuss and consider the new Chancellor's employment agreement. In addition, the administration plans to seek input on the strategic plan from the College community, the business and community alliance, and all advisory committees in late January or early February.
- Revised personnel recommendations include the following changes: The names of faculty appointments were added on page 3 and the Administrative Specialist for the Nursing Department was removed from page 10.

### 2.2 Staff Reports

### Presentation of Preliminary Budget 2008-2009

Interim Chancellor Clarence Brantley presented an overview of the preliminary General Fund budget for 2008-2009.

Trustee Abraham requested an electronic copy of the preliminary budget presentation and all backup spreadsheet data if available.

#### 2.3 Introduction of New Staff

None

### 3. ACADEMIC AND STUDENT AFFAIRS

#### 3.1 Academic Senate Reports

College Academic Senate Chair Mary Ann McGee reported that the College Senate is looking forward to working with the new Chancellor.

#### 3.2 Student Reports

Sarah Fitzpatrick, President of the Highland Lakes Nursing Association, reported on the various student-focused programs occurring around the College. She noted that OCC's Student Nursing Program is the 4<sup>th</sup> largest in the nation.

#### 3.3 Academic Initiatives

Interim Vice Chancellor Cathey Maze updated the Board on the upcoming Higher Learning Commission visit, noting that the final version of the self-study has gone to press and will be available after the holidays. Dr. Benjamin Young, Chairperson of the visiting team, spent time at OCC this fall touring the campuses and sites to help him prepare for the visit. Dr. Young suggested the visiting team meet with the entire Board on Sunday, March 16, 2008. The meeting would include a reception and a working dinner.

### 4. COLLEGE RESOURCES

#### 4.1 Personnel Recommendations

Trustee Kuhn MOVED approval of the personnel recommendations with the exception of administrative exempt extension for Lloyd Crews on page 6, and the administrative non-exempt promotions of Gary Haw and Tasha Turner on page 7. Trustee Abraham seconded.

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

NAYS: Ritter

Motion Carried

The Board of Trustees approved the following personnel recommendations: the recommendation for continuing contracts for the following full-time faculty; Anthony Baracco, Human Sciences teaching faculty (OR), Milutin Erbeznic, Science teaching faculty (HL), and Suzanne Labadie, English teaching faculty (RO/SF); the recommendation for unpaid leave of absence for faculty member Carol DaDeppo, Nursing teaching faculty (HL); the appointments for the following full-time faculty: Rosaline Reaves, Library/Academic Support Center Non-teaching faculty – ASC (RO/SF), Thomas Dennis, Fine and Performing Arts teaching faculty – Music (OR), Chad Nykamp, Physical Sciences teaching faculty – Physical Education (OR), Krishna Stilianos, Behavioral Science teaching faculty – Psychology (HL), Kathy Tiell, Social and Behavioral Science teaching faculty – Psychology (AH), Kenneth Aud, Social and Behavioral Science teaching faculty – Criminal Justice (AH), and Patricia Harris, English teaching faculty (AH); the temporary appointments for the following faculty: Alfred Eppens, History teaching faculty (RO), Kristina Fitzgerald, Accounting teaching faculty (OR), and Terry Weideman, Health Professions and Technologies teaching faculty (HL); the extension of a temporary appointment for faculty member John Corbin, Humanities teaching faculty (AH); the transfer of faculty member Edward Stotts, Counseling non-teaching faculty to (RO/SF) from Counselor (OR); the extension of the temporary appointment for administrative – non-exempt staff member Thomas Hendricks, Academic and Student Services Interim Dean (RO/SF); the full-time appointment of management – non-exempt staff Stephanie Wren, Research Analyst (CW), the full-time appointment of Classified staff Kimberly Combs, Federal/State Program Assistant (AH); the transfer of full-time classified staff Annis Howell, Allied Health Professions Secretary (SF) from secretary (AH); the part-time appointment of classified staff Jessica Cook, Humanities Paraprofessional-Photography (RO); and the full-time appointment of maintenance staff Chantell Flores, building custodian (AH).

Trustee Scott MOVED approval of the following personnel recommendations: the extension of a temporary appointment until June 30, 2008, for administrative exempt staff Lloyd Crews on page 6, and the administrative non-exempt promotions of Gary Haw and Tasha Turner on page 7. Trustee Ritter seconded.

AYES: Cunningham, Davis, Ritter, Scott

NAYS: Zimmerman, Kuhn, Abraham

Motion Carried

The Board of Trustees approved the following personnel recommendations: the extension of the temporary appointment until June 30, 2008, of administrative-exempt staff member Lloyd Crews, Interim Executive Director of Student Services (DO); the promotion of administrative – non-exempt staff Gary Haw, Director of Technology Applications (CW) from Systems Administrator (DO), and Tasha Turner, Director of Application Services (CW) from IT Project Analyst (DO);

Trustee Abraham requested an update on the executive director position and an update on the IT positions.

4.1.1 Renewal of Senior Officer's Contract

Trustee Davis MOVED that the Board of Trustees approve the Executive Employment Agreement for Patricia A. Dolly, Campus President, Auburn Hills. Trustee Scott seconded.

Trustee Abraham proposed a friendly amendment offering to extend Dr. Dolly's employment agreement until June 30, 2009 when all the executive employment agreements expire, with the intent of putting all the executives on the same cycle. All the executive agreements will come before the Board in December, 2008.

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

NAYS: None Motion Carried

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.

4.3 College Facilities

**CONSENT AGENDA – MAINTENANCE PROJECTS**

Items 4.3.1 – 4.3.5 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 or the Chancellor so requests, in which event the item will be removed from the general order of business and voted on separately.

Trustee Scott MOVED to approve Items 4.3.1 – 4.3.5 on the Consent Agenda – Maintenance Projects and Ritter seconded.

Trustee Abraham asked that Item 4.3.2, Exterior Foundation Waterproofing, be removed and discussed separately.

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

NAYS: None Motion Carried

Trustee Davis MOVED to approve Item 4.3.2, Exterior Foundation Waterproofing, Buildings A, B, C, D at the Orchard Ridge Campus. Trustee Ritter seconded.

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

NAYS: Abraham

Motion Carried

- 4.3.1 College-Wide Deferred Maintenance Project  
Financial Aid Expansion/Student Services  
Building B  
Auburn Hills Campus  
OCC Project No. PF-AH07-011

The Board of Trustees granted authority to the College's Construction Manager, 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> |
|--|---------------------|
| Financial Aid Expansion/Student Services<br>Building B<br>Auburn Hills Campus<br>OCC Project No. PF-AH07-011 | \$80,100            |

- 4.3.2 College-Wide Deferred Maintenance Project  
Exterior Foundation Waterproofing  
Buildings A, B, C, D  
Orchard Ridge Campus  
OCC Project No. PF-OR07-014

The Board of Trustees granted authority to the College's Construction Manager, 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> |
|---|---------------------|
| Exterior Foundation Waterproofing<br>Buildings A,B,C,D<br>Orchard Ridge Campus<br>OCC Project No. PF-OR07-014 | \$359,000           |

- 4.3.3 College-Wide Deferred Maintenance Project  
Concrete Sidewalk Replacement – Campus Wide  
Orchard Ridge Campus  
OCC Project No. PF-OR08-003

The Board of Trustees granted authority to the College's Construction Manager, 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> |
|---------------------|---------------------|
|---------------------|---------------------|

Concrete Sidewalk Replacement – Campus-Wide \$527,700  
Orchard Ridge Campus  
OCC Project No. PF-OR08-003

- 4.3.4 College-Wide Deferred Maintenance Project  
First Floor Restroom ADA Renovation  
Building J  
Orchard Ridge Campus  
OCC Project No. PF-OR08-004

The Board of Trustees granted authority to the College’s Construction Manager, 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> |
|---|---------------------|
| ADA First Floor Restroom Renovation<br>Building J<br><u>Orchard Ridge Campus</u><br>OCC Project No. PF-OR08-004 | \$567,600           |

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

- 4.3.5 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 Scott MOVED to approve Items 4.4.1 – 4.4.5 on the Consent Agenda – Contracts and Purchases. Trustee Abraham seconded.

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

NAYS: None

Motion Carried

- 4.4.1 Affiliation Agreement  
with the Lakes Internal Medicine of  
West Bloomfield, MI  
Medical Assisting Program  
Highland Lakes Campus



The Board of Trustees approved the College entering into an agreement with Lakes Internal Medicine of West Bloomfield, MI 48328, and authorized the Chairperson to execute the agreements.

- 4.4.2 Affiliation Agreement  
with Dr. Khambete Pediatrics of  
Waterford, MI  
Medical Assisting Program  
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with Dr. Khambete Pediatrics of Waterford, MI 48328, and authorized the Chairperson to execute the agreements.

- 4.4.3 Advanced Police Simunitions Training  
Oakland Police Academy  
Auburn Hills Campus

The Board of Trustees approved an agreement with SNC Technologies Corp., to provide scenario based training at a cost not to exceed \$43,050 through December 2008 and authorized the administration to execute same.

- 4.4.4 Interpretive Sign Language Agreement  
College-Wide

The Board of Trustees approved an agreement with Deaf & Hearing Impaired Services at an hourly rate of \$36.00/hr. for interpreting services to be provided through December 2008 and authorized the administration to execute same.

- 4.4.5 Microsoft Campus License Agreement  
College-Wide

The Board of Trustees authorized the purchase of the Microsoft Campus License From Dell, for one year ending January 31, 2009, at a cost not to exceed \$76,035.

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

### **5. UNFINISHED BUSINESS**

#### 5.1 Personnel Recommendations – College Officers

Trustee Davis MOVED to approve the following salary increases for the College Officers. Trustee Ritter seconded.

|                  |           |
|------------------|-----------|
| Patricia Dolly   | \$126,880 |
| Andrew Hillberry | 146,457   |

|                   |         |
|-------------------|---------|
| Gordon May        | 147,879 |
| Steve Reif        | 124,440 |
| Catherine Rush    | 146,457 |
| Jacqueline Shadko | 131,955 |

AYES: Scott

NAYS: Zimmerman, Cunningham, Kuhn, Abraham, Davis , Ritter Motion Failed

Trustee Abraham MOVED that the College Officers receive a 2.5 percent increase based on their current salaries. Trustee Cunningham seconded.

No action will be taken on the individual scheduled to receive an equity adjustment.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Ritter

NAYS: Davis, Scott Motion Carried

## 5.2 Discuss Trustee Scott's Request to Join the Pontiac Rotary

Trustee Davis MOVED to approve Trustee Scott's request to join the Pontiac Rotary and Trustee Cunningham seconded.

AYES: Zimmerman, Cunningham, Davis, Ritter, Scott

NAYS: Kuhn, Abraham Motion Carried

## 5.3 Discuss Investment Consultant RFP

Trustee Abraham MOVED and Trustee Davis seconded that the College prepare and send out by January 8, 2008, an RFP for an investment consultant to review the investments and strategy of the College investments, and to make recommendations to the Vice Chancellor of Administrative Services on investing based on the investment policy of the College and State investment laws.

All RFP proposals shall be sent to the Board of Trustees in time for the February 18, 2008 Board meeting.

The accepted consultant understands that he/she cannot be hired to manage any of the investments of the College, after he/she prepares the recommendations, for at least one year from the date of their report.

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

NAYS: Davis Motion Carried

#### 5.4 CREST Advisory Committee

Trustee Kuhn MOVED that the Board of Trustees establish an advisory committee for CREST that will review the report and recommendations of CRA, and provide recommendations to the Chancellor and to the Board of Trustees for future operations, including but not limited to usage, management, staffing, business plans, and any other issue related to CREST. The advisory committee is not to establish any policy for CREST itself, but only make recommendations. The advisory committee shall consist of:

Two trustees  
Representatives from Fire Services  
Representative from Police Services  
Representative from Emergency Services  
One at-large member  
President, Auburn Hills or her designate, ex officio

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

NAYS: Davis Motion Carried

Trustee Kuhn MOVED to appoint Trustees Scott and Cunningham to serve on the CREST Advisory Committee. Trustee Davis seconded.

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

NAYS: None Motion Carried

#### 5.5 Discuss Interim Chancellor's Evaluation

The Interim Chancellor's evaluation is incomplete. The discussion was tabled until the January 28, 2008 Board meeting.

#### 5.6 Discussion of Credit Card Policy

Trustee Kuhn will have a draft of a credit card policy in time for the January 28, 2008 Regular Board meeting.

### 6. NEW BUSINESS

#### 6.1 Discussion and Vote on New Chancellor

Trustee Scott MOVED that the Board of Trustees retain the current Chancellor candidates and encourage others to apply, and utilize the Human Resources Department as consultant.

AYES: Ritter, Scott

NAYS: Zimmerman, Cunningham, Abraham, Kuhn, Davis Motion Failed

Trustee Abraham MOVED that the Board of Trustees of Oakland Community College select Dr. Timothy Meyer for the position of Chancellor; and, resolved that the final approval of Dr. Timothy Meyer is contingent upon the Board of Trustees reaching a mutually satisfactory contract of employment for the Chancellor position with Dr. Timothy Meyer. Trustee Kuhn seconded.

A roll call vote was taken.

AYES: Zimmerman, Cunningham, Kuhn, Abraham

NAYS: Davis, Ritter, Scott Motion Carried

Trustee Ritter MOVED to give unanimous consent to Timothy Meyer for new Chancellor. There was no second.

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

NAYS: None Motion Carried

## 6.2 New Chancellor Contract

Trustee Kuhn MOVED that Anna Zimmerman direct the notification of all finalists and the OCC community of the Board's selection of Chancellor.

"Resolved, that Anna Zimmerman and Phillip Abraham are authorized to conduct negotiations with the new Chancellor and to direct transition utilizing the College's Human Resources Department, college attorneys and any other college personnel or resource that they feel is appropriate; and Resolved, that the final approval of Dr. Timothy Meyers for the position of Chancellor is contingent upon a contract for employment being brought back to the full board of trustees for consideration no later than January 14, 2008." Trustee Cunningham seconded.

AYES: Zimmerman, Cunningham, Kuhn, Abraham, Scott

NAYS: Davis, Ritter Motion Carried

## 6.3 Acknowledgement of Personal and Professional Affiliations

Trustee Ritter asked the Board to consider the following:

"It is acknowledged that the Board of Trustees is composed of individuals who are professionals and may be recognized as experts on some topics about which they are rendering decisions. Trustees by nature of their professional careers and volunteer work in the community are involved in a variety of matters that relate to their responsibilities as a Board member.

While Trustees base their decisions on data accompanying recommendations, in cases where a conflict may/can be construed, Board members are asked to disclose their professional involvements and/or personal associations regarding the issue or individual being appointed.”

This item will be discussed at the January 28, 2008 Regular Board meeting.

## **7. COMMUNITY COMMENTS**

### 7.1 Board Member Reports and Comments

Trustee Davis complimented Dr. Shadko for her work on the Early College Program. In addition, she thanked Drs. Callaghan and Boulos for their work with Henry Ford Health System.

Trustee Kuhn thanked the administrative staff and faculty for the time they spent on the Chancellor’s search process.

### 7.2 Labor Organizations and Associations

None

## **8. ADJOURNMENT**

The meeting was adjourned at 9:45 p.m. by Chairperson Zimmerman.

Respectfully submitted,

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Patricia J. Funtik

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Date

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Anna M. Zimmerman, Chairperson

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Thomas E. Kuhn, Secretary