



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
January 20, 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 7:07 p.m. by Chair Sullivan. Chair Sullivan introduced the Board's new trustee, John McCulloch. He also stated the Board had officer elections and named the new officers. He thanked Dan Kelly for his leadership over the past two years as Board Chair. Chair Sullivan also welcomed Denise Rizzo, the Board's new student representative from the Auburn Hills Campus.

1.2 Attendance

Present

Thomas Sullivan, Chair
Shirley Bryant, Vice Chair
Pamala Davis, Secretary
John McCulloch, Treasurer
Daniel Kelly, Trustee
Thomas Kuhn, Trustee
Christine O'Sullivan, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Kuhn MOVED to approve the agenda. Trustee Kelly seconded.

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O'Sullivan, Sullivan

NAYS: None Motion Carried

1.4 Approval of Board Minutes

1.4.1 Review of September 16, 2014 Minutes

Trustee Davis MOVED to approve the September 16, 2014 Regular Meeting Minutes. Trustee O’Sullivan seconded.

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O’Sullivan, Sullivan

NAYS: None Motion Carried

1.4.2 Review of November 18, 2014 Minutes

Trustee Bryant MOVED to approve the November 18, 2014 Regular Meeting Minutes. Trustee Kuhn seconded.

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O’Sullivan, Sullivan

NAYS: None Motion Carried

1.5 Public Comments - None

1.6 Academic Senate Report

Academic Senate Chair Shawn Dry reported to the Board. Some of the topics covered included American Honors Partnership, HLC Accreditation Steering Committee, Michigan Transfer Agreement, and updating the College’s TAUR statement. Mr. Dry indicated he hoped Board workshops will be open to the public.

1.7 Labor Organizations and Associations

OCCFA President Mary Ann McGee informed the Board of OCCFA December elections. In addition to her re-election as President, Bill Isanhart will serve as chief bargainer.

Ms. McGee noted change in the order of the agenda allows organizations to make comments on items the Board will be addressing during the meeting.

Ms. McGee expressed her concern regarding the decline in enrollment, as she feels it is the Board’s intention to make the institution smaller.

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer announced \$10,000 was donated to the Foundation in response to the E-bay auction OCC held to “implode” the North Park Plaza office building located on one of

the Southfield parcels OCC recently acquired. The donor, who wished to remain anonymous, passed on the opportunity to blow up the building to an OCC police academy graduate. Dr. Meyer noted this event had 114 media hits, including such outlets as the *Today Show*, *Good Morning America*, *Daily News New York*, in addition to our local newspapers and television stations.

Dr. Meyer advised the Board Anthony Racka, Business Faculty at the Auburn Hills Campus, was awarded the Alliance for Excellence in Online Education 2014 Distinguished Online Faculty Member of the Year Award.

OCC's ice carving team once again took honors at the Plymouth Ice Carving Competition taking 1st and 3rd in the team competition and 4th, 5th, and 6th in the single block competition. At the Holland Ice Carving Competition, Dr. Meyer noted OCC won 2nd, 3rd, 4th, and 6th place.

Dr. Meyer provided the Board with a brief overview of President Obama's proposal for free community college tuition as is known to date.

Lastly, Dr. Meyer addressed the IT system problems OCC had during registration. The system worked sporadically making it difficult for students to register. He commended the IT personnel who worked night and day to keep the system running, as well as the front-line staff who addressed student concerns. He also thanked the faculty for their patience and understanding regarding this difficulty as their semester is dictated by the system. The problem is now isolated; Vice Chancellor for IT Robert Montgomery reported a fix will be sent on January 26th. Mr. Montgomery noted the Board previously granted approval for IT to make a change to a more mainstream, well-understood data base, which will prevent something like this occurring in the future.

2.2 Staff Reports

2.2.1 Enrollment - Dr. Cathey Maze, Vice Chancellor for Academic Affairs, and Peter Provenzano, Vice Chancellor of Administrative Services

Dr. Cathey Maze, Vice Chancellor for Academic Affairs, reported winter 2015 enrollment dropped 9.6% in credit hours from a year ago and 8.4% drop in head count. When making a five-year comparison, credit hours dropped by 24.6% and head count by 21.3%. Only two community colleges in Michigan did not experience a drop in credit hours or head count.

The decline in enrollment over the past couple of years was to be expected, stated Dr. Maze. Enrollment tends to rise during a recession; and as the economy gets better, it tends to decline. We are also noting a lower birth rate in the area with smaller class sizes in high schools, which constitutes the largest group of OCC's students. Dr. Maze also noted there is a lot more competition from private and online institutions.

Vice Chancellor of Administrative Services Provenzano addressed future enrollment at OCC. We anticipate unemployment will continue to decline and level off around 5%. If true, fall semester credit hours will be back to 2005-06 levels. OCC is working to come up with a more precise way to predict total credit hours.

Mr. Provenzano pointed out OCC collected \$35 million in gross tuition and fees in 2005. Collection peaked at \$55 million in 2011-12 timeframe. Thereafter, OCC experienced a dramatic decline in enrollment as the unemployment rate went down. Concurrently, the College responded with an increase in tuition, which stabilized the decline in tuition revenue during 2012 and thereafter. Even with the tuition increase, OCC still experienced a total revenue decline because the property taxes were also declining. Expenditures were also increasing. Going forward to 2020, assuming OCC plans modest tuition increases, tuition revenue could reach \$65 million.

2.2.2 The Higher Learning Commission Open Pathways -
Dr. Cathey Maze, Vice Chancellor for Academic Affairs

Dr. Cathey Maze provided an update on OCC's accreditation process with the Higher Learning Commission's Open Pathways. Dr. Maze stated the new process involves revised criteria; uploading documentation to demonstrate criteria is being met; a quality initiative due by 2017/18, an assurance argument, and a site visit during 2018/19. Dr. Maze also noted revised criteria includes a mission; integrity (ethical and responsible conduct); teaching and learning regarding quality resources and support, as well as evaluation and improvement; and resources, planning and institutional effectiveness. A Steering Committee has been formulated to work on the criteria. The quality initiative is on student persistence and completion.

2.3 Introduction of New Staff

Associate Vice Chancellor for Academic Affairs Timothy Sherwood introduced Mary Miles, nursing faculty at the Highland Lakes Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Student Report – Denise Rizzo, Auburn Hills Campus

Auburn Hills Campus President Timothy Taylor introduced Ms. Rizzo to the Board, who then presented her report on student life activities at the campuses.

3.2 Academic Initiatives - Assessment – Marty Orłowski, Executive Director of Curriculum, and Dr. Cathey Maze, Vice Chancellor for Academic Affairs

Dr. Maze defined Student Learning Assessment as the measurement of student performance against expectations and the use of those measurements to improve student learning. This is also an objective on OCC's Educational Master Plan under Student Learning Outcomes.

Mr. Orłowski provided an update on ARTIS (Assessment results Tracking Information System). This is a web-based tool supporting all aspects of assessment, including pedagogical and curricular enhancements. He noted by next Friday 98% of the faculty will be trained in this tool.

Mr. Orłowski also reported one-third of all OCC courses now have common course outcomes. It is the intent to have common course outcomes for all classes by June 2017 and for online courses by June 2015.

Mr. Orłowski reported all nine GE Outcomes have faculty-defined rubrics. Six have locally-developed, direct assessments, and three are under development. The outcomes will be validated with the community (businesses and universities). He continued all programs have assessment plans with outcomes linked to accreditation requirements and will be integrated into the curriculum development process.

Lastly, Mr. Orłowski reported assessment plans and findings are being incorporated into the cyclical curriculum review process. A website will provide faculty with teaching resources. An Assessment Day is scheduled when faculty can meet to discuss issues specific to student learning.

Trustee Davis inquired how many online classes and programs OCC is currently offering. Dr. Maze replied OCC has 150 to 200 classes and 47 degree or certificate programs online.

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 Kelly MOVED to approve the Faculty Recommendations Report.
Trustee Davis seconded.

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O'Sullivan, Sullivan

NAYS: None Motion Carried

4.2 Business and Finance

4.2.1 Treasurer's Report

There were no questions regarding the Treasurer's Report.

4.2.2 General Fund Budget Status Report

There were no questions regarding the General Fund Budget Status Report.

4.3 College Facilities

CONSENT CALENDAR – MAINTENANCE PROJECTS

Items 4.3.1 through 4.3.2 listed below on the Consent Calendar – Maintenance Projects were enacted by one motion. No separate discussions of these items were requested.

Trustee McCulloch MOVED to approve items 4.3.1 through 4.3.2 on the Consent Calendar – Maintenance Projects. Trustee Bryant seconded.

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O'Sullivan, Sullivan

NAYS: None Motion Carried

4.3.1 Financial Aid Renovation Building K Auburn Hills Campus OCC Project No. AH1415-001

The Board of Trustees approved the Financial Aid Renovation of Building K at the Auburn Hills Campus to be part of the 2014-2015 Renovation/Major Maintenance Program budget and authorized Administration to move forward with no additional financial burden on the previously-approved budget.

4.3.2 Institutional Research Renovation Building M-Tec Auburn Hills Campus OCC Project No. AH1415-005

The Board of Trustees approved the Institutional Research Renovation at the Auburn Hills Campus M-Tec building to be part of the 2014-2015 Renovation/Major Maintenance Program budget and authorized Administration to move forward with no additional financial burden on the previously-approved budget.

4.4 Information Technology (Quarterly Report – February) – None

4.5 Contracts and Purchases - None

5 UNFINISHED BUSINESS - None

6 NEW BUSINESS

6.1 2015 Board of Trustees Regular Meeting and Conference Schedule

Trustee Kelly MOVED the Board of Trustees approve the proposed 2015 Board of Trustees Regular Meeting and Conference Schedule dates, per Board Travel Expense Policy 1.6.5 A, approve the attendance of Board members during this 12-month schedule to two trips at the conferences noted, and authorize related travel expenses. Trustee Bryant seconded.

Trustee Kuhn MOVED to amend the meeting schedule to add March 17, April 28, August 18, and October 20 as regular meeting dates. Trustee Davis seconded.

A discussion ensued by the Board regarding regular monthly meetings, as well as the proposed workshops presented under item 6.2.

A vote was taken on the amendment (to add additional regular meeting dates):

AYES: Davis, Kuhn, O’Sullivan

NAYS: Bryant, Kelly, McCulloch, Sullivan Motion Failed

A vote was taken on the original motion (to approve the schedule as presented):

AYES: Bryant, Kelly, McCulloch, Sullivan

NAYS: Davis, Kuhn, O’Sullivan Motion Carried

6.2 2015 Board of Trustees Special Meeting and Workshop Schedule

Trustee Davis MOVED the Board of Trustees approve the proposed 2015 Board of Trustees Special Meeting and Workshop Schedule. Trustee O’Sullivan seconded.

Trustee McCulloch MOVED to postpone this item until the next meeting, so the trustees could be polled as to the suggested dates and a definitive outline of the agenda for the workshops could be presented. Trustee Davis seconded.

The Board voted on the amended motion to postpone:

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O'Sullivan, Sullivan

NAYS: None Motion Carried

7 BOARD MEMBER REPORTS AND COMMENTS

The trustees welcomed Mr. McCulloch to the Board, and Trustee McCulloch said he is looking forward to working with everyone.

Trustee Davis thanked Trustee Kelly for his service as Board Chair. She also asked the Board to present Sandy Ritter with a lifetime membership to ACCT. Chair Sullivan said this will be added to the next meeting agenda.

Chair Sullivan thanked OCC's culinary department for the wonderful December holiday gathering they provided for the Board of Trustees and the Foundation Board.

8 ADJOURNMENT

Trustee Bryant MOVED to adjourn the meeting, and Trustee Kelly seconded.

AYES: Bryant, Davis, Kelly, Kuhn, McCulloch, O'Sullivan, Sullivan

NAYS: None Motion Carried

Chair Sullivan adjourned the meeting at 9:28 p.m.

Cherie A. Foster

Date

Thomas P. Sullivan, Chair

Pamala M. Davis, Secretary