



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 17, 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 7:00 p.m. by Chair Sullivan.

1.2 Attendance

Present

Thomas Sullivan, Chair
Shirley Bryant, Vice Chair
Pamala Davis, Secretary
Christine O'Sullivan, Trustee

Absent

John McCulloch, Treasurer
Daniel Kelly, Trustee
Thomas Kuhn, Trustee

1.3 Approval of Agenda

Trustee Bryant MOVED to approve the agenda. Trustee O'Sullivan seconded.

AYES: Bryant, Davis, O'Sullivan, Sullivan

NAYS: None Motion Carried

1.4 Approval of Board Minutes

1.4.1 Review of September 15, 2015 Regular Meeting Minutes

Trustee O'Sullivan MOVED to approve the September 15, 2015 regular meeting minutes. Trustee Bryant seconded.

AYES: Bryant, Davis, O'Sullivan, Sullivan

NAYS: None Motion Carried

1.4.2 Review of October 28, 2015 Special Meeting Minutes

Trustee Bryant MOVED to approve the October 28, 2015 special meeting minutes. Trustee O’Sullivan seconded.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAYS: None Motion Carried

1.5 Public Comments

Three students from the Young Democrats of America addressed the Board regarding the cost of textbooks at OCC.

English faculty member Leah Michels spoke regarding adjuncts versus full-time faculty.

1.6 Academic Senate Report

Academic Senate Chair Shawn Dry noted some of the projects the senate has underway, such as changes to the associate degrees per the Michigan Transfer Agreement; prioritization criteria for offering online courses, certificates, and degrees; recommending adjustments to cabinet’s proposed academic objectives; reviewing curricula of twelve programs and disciplines; and reviewing work and recommendations for the Educational Master Plan. He also presented some tuition policy recommendations.

1.7 Labor Organizations and Associations – no comments

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer spoke about transparency at OCC and the many different forums for the expression of concerns and complaints. For example, we have open public comments during Board meetings, direct trustee contact, and a number of public whistleblower forums protected under state and federal legislation. Dr. Meyer noted those are honest types of communication. We also have professionally credentialed Cabinet officers licensed through professional organizations to make sure information is appropriately handled. Anyone who has an issue or concern has a forum to use no matter what the issue may be.

Dr. Meyer said the development and perpetuation of rumors and misinformation is a dishonest form of communication. Dr. Meyer presented a communication sent to one of our trustees and two administrators. The communication referenced a cabinet officer maintains a secret database to misrepresent data to the faculty, staff, students, and community. It was signed by “We-Are-Being-Duped-By-OCC!”. Dr. Meyer stated this

complaint does not contain any credibility—it is an attack and jeopardizes the transparency and efforts at fair communication at OCC.

Dr. Meyer addressed the issue of a secret database. He said to the best of his understanding it was a misrepresentation of a database program called SQL. He asked all individuals have adult dialogue as we go through some of the changes at OCC.

Trustee Bryant stated if anyone has a legitimate complaint, they should sign it. Dr. Meyer agreed since there are a number of state and federal forums which can be utilized to register their issue. Dr. Meyer concluded if there is valid merit to a matter, it will be addressed.

Vice Chancellor of External Affairs Sharon Miller informed the Board OCC's website is now updated, focusing its content toward students. She noted our original website contained over 20,000 pages and is now 5,000 pages. The new website is also responsive to all mobile devices. Ms. Miller briefly walked the Board through the site explaining its student friendly features. It is now much more effective for our digital advertising. Ms. Miller concluded by thanking her team, especially Michele Kersten Hart and Janet Roberts, as well as IT members Chuck Flagg and Tasha Turner.

2.2 Staff Report – “Clery Act and Annual Security Report” Terry McCauley, Public Safety Director

Public Safety Director Terry McCauley discussed OCC's 2015 Department of Public Safety Annual Security Report. This report is sent each year to all employees and students. He noted some of the reasons why our statistics are so low this year may be due to forming the Clery Act Title Nine Compliance group. Now more people are reviewing the procedures to keep our students and employees safe. He went on to say the closed circuit television system was enhanced, a sexual assault investigative unit was created, and recently hosted training on trauma related to high impact crime. Mr. McCauley noted earlier this year Tasers were purchased and training provided; the Tasers have yet to be used. Lastly, Mr. McCauley reported last week two participants went to Washington, DC at the request of the Department of Education to attend a focus group to talk about what OCC's best practices are regarding the Clery Act, as well as hearing from the other institutions.

2.3 Introduction of New Staff

Associate Vice Chancellor for Academic Affairs Timothy Sherwood introduced Michael Banning, who is an art faculty member at the Orchard Ridge Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Student Report – Travaughn Jones, student representative from the Royal Oak/Southfield Campus, presented his report on student life activities at the campuses.

3.2 Academic Initiatives – “Update on Online Education” Dr. Cathey Maze, Vice Chancellor of Academic Affairs

Dr. Maze stated our bookstores are working on a number of initiatives to help students with the cost of textbooks. OCC has book rentals, so students can simply rent the book. We also have dynamic pricing, where our bookstores look at the cost of these same books online and try to match those prices.

Regarding online education, Dr. Maze referred to the updated GANT and the progress being made. Projects completed include the hiring of the dean of distance learning. The implementation team, made up of faculty and academic staff, has completed standards for our online courses, upgraded our anti-plagiarism tool, established guidelines for publisher sites, hired a temporary person to help review courses being offered in Winter 2016, hired an instructional designer, and completed an enrollment analysis done by Institutional Effectiveness who also developed a survey to students both online and face-to-face to obtain a comparison of their different course delivery experiences at OCC. A student evaluation tool called Class Climate will be up and running as part of our D2L course management system Winter 2016. Sixteen faculty members completed the training for online delivery. The Distance Learning team is finishing their review of courses. OCC piloted online tutoring and advising, and plan on expanding those pilots next semester.

Dr. Maze stated we are making good progress and hope to reapply to the Higher Learning Commission for approval to offer online by late next summer or early fall. The Senate is working to identify criteria in choosing which courses go online first, what the priority will be, as well as what program we will seek approval for.

Dr. Maze also addressed enrollment. She reported our enrollment is down from this time last year and anticipates about a 15 to 18 percent decline by the end of registration. Other community colleges in Michigan are also showing double digit declines. An example is Macomb CC down 18 percent where they were last year. As of yesterday, only nine students had enrolled in Michigan Colleges Online for a total of about 40 credits (minimum amount). She continued as worst scenario, if none of the students who would have taken an online course registered for a face-to-face course as an alternative, it could account for a decline of approximately 10,000 credits. To put it into perspective, it's about five or six percent of our overall student credit hours. We offer about 160,000 credit hours. One explanation for the decline in enrollment is historically students who were going to take an online class registered as early as possible to ensure class placement. Therefore, we anticipate they may be registering throughout the registration period, and they may not have shown up as early as they would have in the past.

Chair Sullivan asked if this decline was considered in the budget. Dr. Maze responded that a four percent decline was budgeted. Currently, there is a 25 percent drop in credit hours and head count for Winter 2016, and a 15 percent drop for Summer 1 2016, which would account for approximately a \$7,900,000 reduction. However, Dr. Maze does not believe it will be 25 percent as final registration is not yet complete. Also, this figure

does not take into account the cost of offering classes. Every time a class is offered we not only have that revenue coming in, but usually in most instances the revenue does not cover the cost.

Trustee Bryant asked if this same phenomenon is happening at four-year colleges. Dr. Maze replied she does not believe it is, or at least not in the same magnitude. We believe since unemployment in Oakland County is so low, many families who thought they didn't have the funds to send their children immediately to four-year colleges may now be in a position to do so. Also, many individuals who may have been our students are being able to obtain full-time positions. Dr. Maze also noted another reason is enrollment is declining in K-12.

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

4.1.1 There were no questions regarding the revised Personnel Monitoring Report.

4.1.2 Faculty Recommendations (now included in the Personnel Monitoring Report)

On behalf of the College and Board of Trustees, Chair Sullivan and Dr. Meyer congratulated Anetia Pace for her 30 years working in the mailroom shipping and receiving at the Auburn Hills Campus. Ms. Pace commented she "appreciated her job here at OCC and is enjoying her retirement."

4.2 Business and Finance

4.2.1 Finance Quarterly Report

There were no questions regarding the Finance Quarterly Report.

4.2.2 2014-15 Annual Audit

Peter Provenzano, Vice Chancellor of Administrative Services, reported OCC had a very successful audit. He noted Plante Moran gave OCC an unmodified opinion, which is the highest rating a company can receive. He thanked his staff for their assistance.

Director of Financial Services Sharon Converse presented a PowerPoint presentation regarding OCC's revenues and expenses for the past five years, as well as discussed the implementation of GASB 68.

Mr. Provenzano introduced Dana Coomes from Plante Moran, who provided an overview of the 2014-15 Annual Audit results. She reiterated the College received an unmodified opinion.

Craig Roshak, Chair of the OCC Audit Committee, advised the committee also reviewed the audit findings at their October 28th meeting and were very satisfied. He credited the staff and auditors for a job well done.

Chair Sullivan thanked everyone who was involved in the audit.

4.3 College Facilities Quarterly Report

There were no questions regarding the College Facilities Quarterly Report.

4.4 Information Technology Quarterly Report

There were no questions regarding the Information Technology Quarterly Report.

4.5 Contracts and Purchases

Trustee Davis asked item 4.5.7 be removed from the Consent Calendar.

Trustee Bryant asked item 4.5.8 be removed from the Consent Calendar.

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.5.1 to 4.5.6 and item 4.5.9 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Davis **MOVED** to approve items 4.5.1 to 4.5.6 and item 4.5.9 on the Consent Calendar - Contracts and Purchases. Trustee Bryant seconded.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAYS: None Motion Carried

4.5.1 Accident Investigation Training Oakland Police Academy Auburn Hills Campus

The Board of Trustees approved the use of Michigan State University to provide a series of Accident Investigation Courses at a cost not to exceed \$63,200 annually through December 2018.

4.5.2 Medical and Fire Dispatch Training Oakland Police Academy Auburn Hills Campus

The Board of Trustees approved the use of Priority Dispatch Corp. to provide Medical and Fire Dispatch Training at a cost not to exceed \$80,500 annually through December 2018.

4.5.3 Galeana Dodge
Public Safety Vehicles
Auburn Hills and Highland Lakes Campuses

The Board of Trustees approved the purchase of two public safety vehicles from Galeana Dodge at a cost not to exceed \$71,334.

4.5.4 Dykema Gossett PLLC
College-Wide

The Board of Trustees authorized Dykema Gossett PLLC as a vendor of consulting and legal services associated with labor relations at a cost not to exceed \$150,000 for fiscal year ending June 30, 2016.

4.5.5 Office Supplies
College-Wide

The Board of Trustees approved the use of Office Depot for the purchase of office supplies at an annual expenditure not to exceed \$300,000.

4.5.6 SQL Database License
College-Wide

The Board of Trustees approved a contract with Ellucian to provide the SQL Database License as a cost not to exceed \$80,000.

4.5.9 Architect/Engineering Firm
Facilities Department

The Board of Trustees approved to extend the existing professional services agreements with Integrated Design Solutions (IDS) and TMP Architecture Inc. for an additional two years beginning January 1, 2016 effective through December 31, 2017.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.5.7 SQL Migration Services
College-Wide

Trustee Davis asked if this was a one-time charge. Vice Chancellor for Information Technologies Robert Montgomery replied yes. Once the database migration project is complete, we will be done with this vendor.

Trustee Bryant MOVED the Board of Trustees approve a contract with Ferrilli to provide SQL migration services at a cost not to exceed \$478,716. Trustee Davis seconded.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAYS: None Motion Carried

4.5.8 Temporary Staffing Services College-Wide

Trustee Bryant asked if we had any future plans to use other temporary employees. Mr. Provenzano replied this is just an extension of our current contract, as Kelly Services is going to keep their rates the same for another year. He continued Kelly Services doesn’t just provide clerical employees, and OCC utilizes their services during peak times throughout the year.

Trustee Bryant MOVED the Board of Trustees approve a one-year extension on the current agreement with Kelly Services to manage the placement of temporary staff within the College. The extension will remain in effect through December 2016. Trustee Davis seconded.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAYS: None Motion Carried

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

6.1 OCC Smoking Policy (First Reading)

Trustee Davis MOVED the Board of Trustees approve the first reading of the “Smoking on College Property” policy 2.2.4(C). Trustee O’Sullivan seconded.

Trustee Davis asked for clarification if the ban of electronic cigarettes at OCC pertained only to the inside the buildings. Terry McCauley responded the new policy would prohibit electronic cigarettes completely at all OCC locations.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAYS: None Motion Carried

6.2 December 2015 Regular Meeting and January 2016 Regular Board Meeting Dates

Trustee O’Sullivan MOVED to approve December 15, 2015 and January 19, 2016, 7:00 p.m., to hold their regular Board meeting. Trustee Bryant seconded.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAY: None Motion Carried

7. BOARD MEMBER REPORTS AND COMMENTS

Trustee Davis indicated she supported the students who addressed the cost of textbooks at OCC and asked if this could be looked into. Dr. Meyer responded it will.

Trustee Bryant commented Bill MacQueen and Jasen Witt, who headed up the negotiating process, told the Board everyone they worked with was very professional and very concerned about the wellbeing of the College. As a member of the Board, she thanked all the members on the negotiating teams for their professionalism. Chair Sullivan concurred.

In regards to the cost of textbooks, Trustee O’Sullivan suggesting utilizing the textbooks for longer periods of time when possible and try to reimburse the students more for buy-backs.

Student Representative Travaughn Jones mentioned it would be helpful if the OCC libraries updated their books to the current text books being utilized by the faculty.

8. ADJOURNMENT

Trustee Davis MOVED to adjourn the meeting, and Trustee O’Sullivan seconded.

AYES: Bryant, Davis, O’Sullivan, Sullivan

NAYS: None Motion Carried

Chair Sullivan adjourned the meeting at 8:52 p.m.

Cherie A. Foster

Date

Thomas P. Sullivan, Chair

Pamala M. Davis, Secretary