



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
December 15, 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 (arrived 7:15 p.m.)  
John McCulloch, Treasurer  
Daniel Kelly, Trustee  
Thomas Kuhn, Trustee  
Christine O'Sullivan, Trustee (arrived 7:15 p.m.)

Absent

1.3 Approval of Agenda

Trustee Kuhn MOVED to amend the agenda to add four additional items:

6.3 Monthly/Quarterly Reports  
6.4 Televised Meetings  
6.5 Prior Notice to the Board  
6.6 Policy Review

Trustee Kelly seconded.

AYES: Bryant, Kelly, Kuhn, McCulloch, Sullivan

NAYS: None Motion Carried

Chair Sullivan called for the vote on the amended agenda.

AYES: Bryant, Kelly, Kuhn, McCulloch, Sullivan

NAYS: None Motion Carried

#### 1.4 Approval of November 17, 2015 Regular Board Meeting Minutes

Trustee McCulloch MOVED to approve the November 17, 2015 regular meeting minutes. Trustee Bryant seconded.

AYES: Bryant, Kelly, Kuhn, McCulloch, Sullivan

NAYS: None

Motion Carried

#### 1.5 Public Comments

Five students and community members spoke about the cost of textbooks.

Vice Chancellor of Academic Affairs Cathey Maze stated OCC is working to alleviate the costs by offering book rentals, e-books, and dynamic pricing, as well as textbooks on reserve in the libraries. Dr. Meyer indicated he will discuss this matter in more detail with the Cabinet.

#### 1.6 Academic Senate Report

Academic Senate Chair Shawn Dry reported the Senate continues to work on their projects. Regarding textbooks, Mr. Dry said the Senate is also looking into this matter and invited students and community members to attend their Senate meetings for further discussion.

#### 1.7 Labor Organizations and Associations

OCCFA President Mary Ann McGee addressed her concerns about OCC's enrollment. She also introduced Mary Ston, who will succeed her as the faculty union president in 2016. Ms. McGee noted it was a pleasure to represent the faculty during her term as president.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Dr. Meyer reported Academic Dean Henry Tanka was chosen as one of ten leaders across the U.S. by the Ministry of Foreign Affairs of Japan as part of a delegation to Japan earlier this month. Mr. Tanaka, being the only Japanese-American in the delegation, engaged with Japanese leaders in business, government, academic and cultural sectors. As a point of interest, Dr. Meyer noted there are over 400 Japanese-owned companies in southeastern Michigan.

Dr. Meyer reported OCC's application for the 2015-16 Carl D. Perkins Career & Technical Education Grant was approved. He thanked Interim Dean Deborah Bayer for her efforts.

Dr. Meyer was also pleased to report the Commission on Accreditation for Respiratory Care accepted OCC's progress report and the program is accredited to 2022. Special thanks to Dean Cindy Carbone, Respiratory Care Program Director Sue Work, and their team for this achievement.

Dr. Meyer was proud to acknowledge OCC's Sign Language Interpreter program is accredited for 10 years. This is the first and only accredited program in Michigan, with only five other accredited associate-degree level programs nationwide. OCC's program was judged by the same standards as a four-year program. Dr. Meyer thanked Program Coordinator Kelly Flores, Department Chair Joanne Forbes, and Academic Dean Henry Tanaka for their hard work in earning this prestigious accreditation. Ms. Flores and Ms. Forbes provided a brief overview of the program.

2.2 Staff Report – “Enrollment Update” – Dr. Cathey Maze, Vice Chancellor of Academic Affairs, and Marty Orlowski, Executive Director of Institutional Effectiveness

Dr. Cathey Maze reported on Winter 2016 registration activity. As of 12/15/15 there was a drop of 20.9 percent in credit hours for Winter 2016 compared to Winter 2015. She also pointed out the drop in credit hours from Fall 2015 to Winter 2016 was 22.7 percent for the same time period (Day 39) for Fall registration. Dr. Maze stated there was a 21.8 percent drop at the first Winter 2016 deregistration period. This was the largest drop of any first deregistration in a Winter semester since 2002.

Dr. Maze also presented a chart noting other community colleges in Michigan showed a drop in credit hours. Trustee McCulloch requested a copy of the entire list, and Dr. Maze said she will forward the list to Ms. Foster to pass onto the Board.

Some major factors affecting enrollment include Oakland County's very low unemployment rate – individuals able to obtain employment rather than enrolling in classes. She also noted Oakland County is surrounded by four-year institutions – when families' incomes rise, they are more apt to immediately send their children to a four-year institution as freshmen rather than a community college. The population in Oakland County is also getting smaller as noted in the K-12 class sizes.

2.3 Introduction of New Staff

Peter Provenzano, Vice Chancellor of Administrative Services, introduced Robert Kelly, Executive Director of Facilities Operations.

**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 – No report

#### **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)

4.2 Business and Finance – No report

4.3 College Facilities Quarterly Report – No report

4.4 Information Technology Quarterly Report – No report

4.5 Contracts and Purchases - None

#### **5. UNFINISHED BUSINESS**

##### 5.1 OCC Smoking Policy (Second Reading)

Trustee Bryant MOVED the Board of Trustees approve the second reading of the “Smoking on College Property” policy 2.2.4(C). Trustee Davis seconded.

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

NAYS: None Motion Carried

#### **6. NEW BUSINESS**

##### 6.1 Tax Increment Financing Opt-Out Resolution

Trustee McCulloch MOVED the Board of Trustees approve the Tax Increment Financing Opt-Out Resolution. Trustee Davis seconded.

Trustee Kelly suggested the Board recuse him from this vote since he represents local municipalities.

Trustee Bryant MOVED Trustee Kelly recuse himself. Trustee Davis seconded.

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

ABSTAIN: Kelly

NAYS: None Motion Carried

Mr. Provenzano noted OCC lost about \$25 million in revenue over the past ten years to municipality corridor improvement financing plans.

Chair Sullivan called for the vote on the original motion.

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

RECUSE: Kelly

NAYS: None Motion Carried

## 6.2 2016 Board of Trustees Regular Meeting and Conference Schedule

Trustee McCulloch MOVED the Board of Trustees approve the 2016 Board of Trustees Regular Meeting and Conference Schedule dates, approve the attendance of Board members at the conferences noted, and authorize related travel expenses. Trustee Bryant seconded.

Trustee Kuhn MOVED to amend the special/workshop meetings be held in the District Office Board Room. Trustee Davis seconded. Trustee Bryant stated the need for a larger venue in order to accommodate employees and the public. Trustee Kelly said he would like holding meetings at other campuses. Trustee Kuhn stated the Auburn Hills location was the worst for encouraging Board discussion and stated this location is much better. Chair Sullivan disagreed saying the size of the room at Auburn Hills is conducive to attendance. The workshops are designed as informational, and Chair Sullivan said there was opportunity to ask questions and have a discussion, and he believes the location lends itself to transparency. Trustee Davis noted she did not like the start times of the workshops.

The vote was taken to move the special/workshop meetings to District Office:

AYES: Davis, Kuhn

NAYS: Bryant, McCulloch, O'Sullivan, Sullivan Motion Failed

Trustee Kuhn MOVED the August workshop should take place on August 16<sup>th</sup>. Trustee O'Sullivan seconded.

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

NAYS: None Motion Carried

Chair Sullivan called for the vote on the original motion with the amendment.

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

NAYS: None Motion Carried

### 6.3 Monthly/Quarterly Reports

Trustee Kuhn MOVED for any month in which no regular meeting is held, the administration shall provide all reports and/or action items otherwise scheduled to be presented at the regular meeting, at a special meeting, if a special meeting is held during that month. Trustee Davis seconded.

Trustee Kuhn stated it is the duty of the Board to have regular oversight. He noted this resolution is meant to ensure the Board will be able to conduct its regular oversight functions on a monthly basis, even if the Board decides to hold special meetings instead of regular meetings during any months.

Trustee Kuhn made a friendly amendment to remove the words “and/or action items” from the motion.

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

NAYS: None Motion Carried

### 6.4 Televised Meetings

Trustee Kuhn MOVED administration shall record all open Board meetings, whether regular or special, and provide copies to the local cable networks, as well as making the recorded meetings available online through InfoMart and/or the OCC webpage. Trustee Davis seconded.

Trustee Kuhn noted the Board requires televised regular meetings, but the public is deprived this access for meetings designated as special meetings. As over half of the Board meetings are now special meetings, Trustee Kuhn stated they are likewise important for the public to view. He also requested the meetings be available on InfoMart and/or the OCC webpage, which would allow all employees and interested citizens access to the meetings.

Trustee Kuhn said he would like to amend his motion for administration “to investigate the possibility” of recording all open Board meetings ...

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

NAYS: None Motion Carried

### 6.5 Prior Notice to the Board

Trustee Kuhn MOVED unless designated by the Chancellor and the Chair as an “emergency” special meeting, all presentations and PowerPoints for any other open meeting shall be provided to the Board at least two days prior to the meeting. Trustee Davis seconded.

Trustee Kuhn stated Board policy already requires this, but apparently the language is not sufficiently clear to ensure the Board receives these materials timely. He believes it seriously undermines discussion and Board comprehension of issues when materials are given only at the Board meeting or hours beforehand.

Upon discussion, Trustee Kuhn made a friendly amendment to change the word “shall” be provided ... to “should” be provided.

AYES: Davis, Kuhn, O’Sullivan

NAYS: Bryant, Kelly, McCulloch, Sullivan Motion Failed

#### 6.6 Policy Review

Trustee Kuhn MOVED an ad hoc committee of the Board shall be established to review the CBT report and set up a procedure and/or schedule for policy review and report back to the Board, and the committee shall include Pamala Davis and John McCulloch. Trustee Kelly seconded.

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

NAYS: None Motion Carried

### 7. BOARD MEMBER REPORTS AND COMMENTS

Trustee Davis thanked everyone for their hard work throughout the year.

Trustee Bryant thanked Travaughn Jones, student representative from the Royal Oak/Southfield Campus, for his service on the Board these past three months.

The Board wished everyone safe, happy holidays and a happy new year.

### 8. ADJOURNMENT

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

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

NAYS: None Motion Carried

Chair Sullivan adjourned the meeting at 9:25 p.m.

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Cherie A. Foster

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Date

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Thomas P. Sullivan, Chair

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Pamala M. Davis, Secretary