



OAKLAND  
COMMUNITY  
COLLEGE

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
December 16, 2002  
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 by Chairperson Simmons at 7:00 p.m., who welcomed all guests and staff members. She also extended good wishes for a happy holiday season to those present, and thanked employees for their work at the College.

1.2 Attendance

Present

Janice Simmons, Chairperson  
John Wangler, Vice Chairperson  
Anne Scott, Secretary  
Phillip Abraham, Trustee  
Pamala Davis, Trustee  
Sandra Ritter, Trustee  
Judith Wisner, Trustee

1.3 Student Presentation

None

1.4 Review of Minutes

1.4.1 The minutes of the November 18, 2002, regular meeting were accepted without revision.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

- The Chancellor extended best wishes for a happy holiday season to the Board and the College community.
- Governor Engler's Executive Order has been reduced from a 2.5% cut to a 2% cut in state appropriations to community colleges. Vice Chancellor Clarence Brantley will offer a presentation regarding budget reduction scenarios this evening. The College anticipates a 5% reduction next year.
- A recommendation for a conservative tuition increase is on the agenda this evening. This increase pending Board approval would begin during Summer I, and represents the lowest tuition increase in the state.
- Several staff reports will be presented: President Martha Smydra will offer an update on the Vacancy Committee; Chief Information Officer Andrew Hillberry will present an update on Colleague; Vice Chancellor Clarence Brantley will discuss the budget reduction scenarios and will also give an update on the preventative maintenance project; Human Resources Liaison to the Chancellor Search process Ernest Harrison will give an update on the Chancellor search; Executive Director of Marketing David Adams will share a video from a recent media broadcast.
- Sherri Roth, Phi Theta Kappa President of the Highland Lakes Campus will offer a student update to the Board.
- Two new employees will be introduced this evening.
- There will not be an academic initiatives presentation.
- A closed session will be held this evening for the purpose of discussing labor negotiations.

### 2.2 Staff Reports

Clarence Brantley, Vice Chancellor of Administrative Services, discussed budget recommendations for the current fiscal year as well as next fiscal year. The scenarios presented are based on a reduction of 2.5% and include: an increase in tuition to begin in the Summer I term; reducing the cost of the current IT maintenance agreement; extending the period for computer replacements; reducing non-computer purchases; canceling rolling stock replacements; and reducing the contribution to the fund

balance. Vice Chancellor Brantley further noted that an additional 5% cut is anticipated from the 2003-2004 budget. While official figures will not be received until June, the College will build the 2003-2004 budget based on a 5% reduction in state appropriations.

Martha Smydra, Royal Oak/Southfield Campus President, offered a report on the purpose of the Vacancy Committee, noting that the main focus is to ensure that the College manage personnel levels as a group while maintaining the personnel expenditures of the operating budget at 80% or less. She also highlighted major accomplishments of the committee including position control documents and establishment of College-wide processes.

Dan Cherewick, Director of Physical Facilities, offered a report on the preventative maintenance plan, noting that the plan will project a maintenance schedule over the next 10 years.

Andrew Hillberry, Chief Information Officer, reported on the Colleague installation. He noted that a significant milestone will be the phase out of the old system which will be completed in January, 2003. He acknowledged the tremendous amount of staff who have made it possible for the College to reach this point.

David Adams, Executive Director of Marketing, presented a media broadcast on Terror Training which included information about CREST. The program "From the Heartland" was aired on December 7.

Ernest Harrison, Human Resources Liaison to the Chancellor Search Process, provided an update on the Chancellor search. He noted that if the Board approves the profile this evening, it will go to the printer this week. Once the printer receives it, completion of the brochure will take three weeks. National advertising will also begin in January.

### 2.3 Introduction of New Staff

Vice Chancellor Clarence Brantley introduced Dorothy Marotta (DO) Accounting Supervisor. President Sharon Blackman introduced Kim Ball (AH) Physical Education Instructor.

## 3. COLLEGE RESOURCES

### 3.1 Personnel Recommendations

Trustee Scott MOVED to accept the Personnel Recommendations as presented.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wiser

NAYS: None  
Motion Carried

The recommendation for the sabbatical leaves of Henry Austin (HL) CIS and Steven Berman (AH) English; the faculty annual contract of Carol King (OR) Fine & Performing Arts; the faculty appointments of Dawn Edford (OR) Life Science, Elaine Fett (HL) Counselor, Charles Martin, Jr. (RO/SF) Physical Education and Ashish Rungta (AH) CIS/BIS; the administrative-exempt appointments of David Dunshee (DO) Executive Director for Technology Applications and Robert Montgomery (DO) Executive Director for Technology Infrastructure; the administrative appointment of Sharon Miller (AH) Director of Workforce Development Services; the administrative temporary full-time appointment of Julius Brown (OR) Interim Dean of Academic and Student Services; the management staff appointments of Gary Haw (DO) Systems Administrator and Deidre Henahan (OR) Building Facilities Manager; the classified appointment of Ann Walk (RO) Individualized Instruction Center Paraprofessional; and the maintenance appointment of Steve Davis (AH) Building Custodian was approved.

Trustee Abraham requested further information about the Information Technologies positions including a listing of contracts currently held, outside services utilized by the College, and a timeframe as to when those services would be provided completely in-house. He would like to know what positions are left unfilled, what the responsibilities of these positions entail and if it would provide a cost-savings to fill these positions as compared to using outside services.

### 3.2 Business and Finance

#### 3.2.1 Treasurer's Report

The Board reviewed the Treasurer's Report.

### 3.2.2 General Fund Budget Status Report

The Board reviewed the General Fund Budget Status Report.

### 3.2.3 Tuition Guarantee Plan

Trustee Davis **MOVED** to increase tuition rates effective with the Summer I, 2003, session by no more than 2.8 percent in accordance with the requirements for eligibility for tuition tax credit and to guarantee that tuition rate adjustments for the fall of 2003, 2004, and 2005 will not exceed the rate of inflation or 3 percent, whichever is less.

Trustee Scott made a friendly amendment and **MOVED** to increase tuition rates effective with the Summer I, 2003, session by no more than 2.8 percent in accordance with the requirements for eligibility for tuition tax credit and to guarantee that tuition rate adjustments for the fall of 2003, 2004, and 2005 will not exceed the rate of inflation or 3 percent, whichever is less and tiebar the Spring 2003 increase with a decrease of operating costs in the amount of \$400,000 within the current year and subject to a reduction of operating costs for the year 2003 to be identified at the time the Board approves the budget.

AYES: Simmons, Scott

NAYS: Wangler, Abraham, Davis, Ritter,  
Wiser Motion Denied

Trustee Davis **MOVED** to increase tuition rates effective with the Summer I, 2003, session by no more than 2.8 percent in accordance with the requirements for eligibility for tuition tax credit and to guarantee that tuition rate adjustments for the fall of 2003, 2004, and 2005 will not exceed the rate of inflation or 3 percent, whichever is less.

AYES: Simmons, Davis, Ritter, Wiser

NAYS: Wangler, Scott,  
Abraham Motion Carried

3.3 College Facilities

3.3.1 Progress Report – Construction Projects

The Board reviewed the Progress Report – Construction Projects.

3.4 Contracts and Purchases

**CONSENT AGENDA**

Items 3.4.1 – 3.4.5 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 considered as the last item before Adjournment.

Vice Chairperson Wangler MOVED to approve items 3.4.1 – 3.4.5 under consent agenda.

Wiser

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter,

ion Carried

NAYS: None Mot

3.4.1 Affiliation Agreement  
Exercise Science and Technology Program  
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with the Square Lake Athletic Club of Bloomfield Hills, Michigan, 48302, and authorized the Chairperson to execute the agreement.

3.4.2 Contract with Judson Center  
Workforce Development Services

The Board of Trustees approved a contract with Judson Center, at a cost not to exceed \$21,500, to deliver services for the program year October 1, 2002, to September 30, 2003, under master contract with Oakland County Michigan Works! Agency.

3.4.3 Contract with Phoenix Consulting,  
Inc.  
Workforce Development Services

The Board of Trustees approved a contract with Phoenix Consulting, Inc., at a cost not to exceed \$28,000 for training and certification delivered through September 30, 2003.

3.4.4 Contract with Lake Orion Community Schools  
2001-2002  
Workforce Development Services

The Board of Trustees approved an increase of \$19,452 to the original contract amount to Lake Orion Community Schools for services provided under master contract with Oakland County Michigan Works! Agency for Program Year 2001-2002.

3.4.5 Contract with Lake Orion Community Schools  
2002- 2003  
Workforce Development Services

The Board of Trustees approved a contract with Lake Orion Community Schools, at a cost not to exceed \$300,000, to deliver services under master contract with Oakland County Michigan Works! Agency for program year of October 1, 2002 to September 30, 2003.

**END OF CONSENT AGENDA**

**4. ACADEMIC AND STUDENT AFFAIRS**

4.1 Academic Senate Reports

No report.

#### 4.2 Student Reports

Sherri Roth, President of Phi Theta Kappa at the Highland Lakes Campus, reported that her chapter has been very busy. They are on track to receive a five-star rating in April 2003. She noted that her chapter collected over 150 toys for HAVEN of Pontiac. They also solicited donations and prepared and delivered 30 meals on Thanksgiving to needy families.

#### 4.3 Academic Initiatives

None

### 5. OLD BUSINESS

Trustee Wisner noted that the Michigan Opera Theatre offered a very good performance at the Orchard Ridge Campus this season.

Trustee Wisner noted that she spoke with Chief Jeff Werner, Bloomfield Township Police Chief, about CREST operations. In follow-up to her conversation, Chairperson Simmons requested that information be sent to the Board regarding what is currently operational at CREST.

Trustee Abraham noted that the Board received the suggestions from the College employees regarding potential reductions in the College budget. Vice Chancellor Clarence Brantley will consolidate the suggestions to give to the Board in January.

### 6. NEW BUSINESS

#### 6.1 Profile for Chancellor of Oakland Community College

Trustee Abraham MOVED that the Board approve the revised draft of the profile for the position of Chancellor as developed by consultants Dr. David Ponitz and Mr. James Tatum.

The Board approved the motion with the following changes: the words “and characteristics” are to be added in the first line under candidate profile, and the first bullet under candidate profile is to read “be vigilant” instead of “be passionate.”



Wiser  
AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter,  
otion Carried  
NAYS: None M

## 7. COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Davis expressed her interest in revisiting next year Trustee Wiser's question regarding the difference between a CEO and an administrator.

### 7.2 Labor Organizations and Associations

Mary Ston, Oakland Community College Faculty Association President, extended warm wishes for a safe and happy holiday.

Debbie Schmidt, President of AFSCME Local 2042, noted that the classified union has reached a tentative agreement. It will be submitted to the Board for approval in January. She also extended a happy holiday season to the Board.

Tony Hildebrandt, Applied and Engineering Technologies Faculty, suggested that the College could save \$138,000 in equipment maintenance costs. Trustee Abraham requested that this information be forwarded to the Chancellor for distribution to the Board of Trustees.

### 7.3 Public Comments/Petitions

None

Secretary Scott MOVED to enter into closed session for the purpose of discussing labor negotiations.

A roll call vote was taken.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wiser

