



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
JULY 19, 2004**

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 Wangler, who welcomed all guests and staff members.

1.2 Attendance

Present

John Wangler, Chairperson  
Anne V. Scott, Vice Chairperson  
Phillip Abraham, Secretary  
Thomas Kuhn, Trustee  
Sandra Ritter, Trustee  
Janice Simmons, Trustee

Absent

Pamala Davis, Trustee

1.3 Public Comments/Petitions

None

1.4 Student Presentation

None

1.5 Review of Minutes 6/21/2004 Regular Board Meeting

1.5.1 The Board of Trustees reviewed the minutes of the 6/21/2004 Regular Board meeting.

**2. CHANCELLOR'S REPORT**

2.1 Chancellor's Comments

Chancellor Mary Spangler made the following comments and observations:

- Congratulations to new Board member Thomas Kuhn and to the newly elected Board Officers – John Wangler, Chairperson; Anne Scott, Vice Chairperson; and Phillip Abraham, Secretary.
- The chancellor attended a one-day Homeland Security Defense Education Consortium Symposium in Bethesda, Maryland, in connection with her role on the AACC Task Force on Homeland Security.
- The OCC Nursing Department team, led by Nadia Boulos, did an outstanding job working with Linda Thompson and her Oakland University team to deliver a signed affiliation agreement between Oakland University and OCC to offer an RN/MSN program at the Highland Lakes Campus. This outcome is the direct result of the first Cabinet meeting held at Meadow Brook Hall when President Russi, the Chancellor and our senior officers identified several joint activities we could work on. This is a win-win-win for students, OU and OCC. An official signing ceremony is being arranged at OU.
- Cheryl Kozell and the chancellor attended the Community College Lobby Day on June 29 in Lansing. Four colleagues and the chancellor testified before the House Committee on Higher Education in opposition to HB 4228, a bill that allows citizens to opt not to pay taxes to community colleges. They also met with a number of legislators to lodge requests not to reduce community college funding any further and to soften the proposed penalties on future Use and Finance Statement omissions.
- Executive Assistant Pam Kramer is now on leave having her baby.

- Later in the agenda the Board will be asked to approve the chancellor's performance goals for 2004-2005.
- Action Item 3.1.1, Compensation for Adjunct Faculty, will be removed from the agenda in order to have time to clarify questions raised. This item will be returned to the August 16 Board meeting agenda.
- Dan Cherewick, Director of Physical Facilities, will give a PowerPoint overview of College Facilities Projects. In later months, we will highlight individual campuses with a focus on current projects.

2.2 Director of Physical Facilities Dan Cherewick presented a report on College-wide construction projects. He stated that through the end of fiscal year 2004, the College was working on 71 large projects (\$25,000 or greater) and 150 small projects (under \$25,000) for a total of 221 construction projects. Mr. Cherewick reviewed sample construction projects from each campus and noted that the construction program will continue through June 30, 2012.

Plans are to have the campus presidents report to the Board on their campus-based construction projects beginning in August and concluding in December. Secretary Abraham suggested the Board consider holding one planning session when all campus-based construction projects could be reviewed at the same time. Trustee Ritter supported the Chancellor's recommendation of presenting the projects one campus at a time. Trustee Abraham asked the College to provide the Board with a synopsis and a timeline for all current construction projects. Trustee Simmons suggested the presentations be done two campuses at a time with background information submitted to the Board in advance.

The Board of Trustees requested that two campus presentations be made at meetings beginning in August. Background information will be distributed to the Board members in advance.

2.2 Introduction of New Staff

No new staff were present.

### **3. COLLEGE RESOURCES**

### 3.1 Personnel Recommendations

Chancellor Mary Spangler noted the Personnel Recommendations were updated to include two Faculty appointments and two separations.

Trustee Janice Simmons MOVED to approve the Personnel Recommendations as presented.

Vice Chairperson Scott questioned the reason for the separation of Delois Whitelaw. Chief Human Resources Officer Cathy Rush noted that the reason for her separation was a confidential matter.

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

NAYS: None Motion  
Carried

The Board of Trustees approved the following personnel recommendations: the faculty appointments of Kristine Evans (HL) Counseling Faculty, Magda Abuhassabu (AH) IIC Faculty, and Shelley Larson (RO/SF) English Teaching Faculty; the administrative staff – non-exempt appointment of Patricia Marback (DO@RH), Director, Academic Technology; the management staff – non-exempt appointments of Mark Woods (DO@RH), Research Analyst and Kayla LaHaie (DO@RH), Manager of Online Technologies; the management staff – non-exempt promotion/transfer of Jeffrey Gayman (DO@RH) from Information Systems Professional to Information Technologies System Administrator; the management staff – non exempt promotion/transfer of Linda Perry (AH) from Financial Aid Specialist (HL) to Financial Aid and Scholarships Financial Aid Officer (AH), the Classified reclassification of Tammy Roy (AH) from Secretary to Placement Services and Cooperative Education Office Assistant; the Classified promotion/transfer of Kimberly Okamura (SF) from Secretary to Welcome Center Student Services Specialist; the resignation of Nancy Rudary (AH), English Teaching Faculty; the separation of Kip Kammer (AH), Building Custodian; the separation of Delois Whitelaw (AH), Building Custodian and the resignation of Richard Zahodnic (SF), Director, Clinical Education/Respiratory Therapy.

3.1.1 Compensation for Adjunct Faculty was removed from the agenda.

3.1.2 Compensation for Part-time Institutional Research Staff

Vice Chairperson Scott MOVED that the Board of Trustees approve a salary increase for part-time staff in the Institutional Research Department of 2.8 percent, effective September 1, 2004.

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

NAYS: None Motion  
Carried

3.2 Business and Finance

3.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report

3.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

3.3 College Facilities

### **CONSENT AGENDA – MAINTENANCE PROJECTS**

Items 3.3.1 – 3.3.2 listed below on the Consent Agenda are considered to be routine by the Board of Trustees 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.

Chancellor Spangler reminded the Board that Action Item 3.3.1, interior renovations and mechanical equipment replacement – first floor B Building, Royal Oak Campus, is being returned for reconsideration by the Board.

Secretary Abraham requested the Board separate and discuss each Action Item listed under consent agenda – maintenance projects individually.

3.3.1 College-Wide Deferred Maintenance Project  
Interior Renovations and Mechanical Equipment Replacement –  
First Floor, Building B  
Royal Oak Campus  
OCC Project NO. PF-RO04-002

Vice Chairperson Anne Scott, Secretary Phillip Abraham and Royal Oak/Southfield Campus President Martha Smydra met previously to discuss the construction project. During the meeting they reviewed services and space utilization issues. Secretary Abraham noted that except for the tutoring center, there will be no expansion of services. He suggested the College Facilities Committee meet with the Campus Facilities Committee to review the flow of offices. Vice Chairperson Scott noted there have been complaints from employees about the proposed renovations. Trustee Ritter noted that she appreciates that we are a College of shared governance. However, it is sometimes in our best interest to allow the experts to make recommendations. Trustee Kuhn recommended the Board get further input from staff and students before proceeding with the renovations.

Secretary Abraham MOVED to have the College submit the renovations plan to all those employees affected by the renovations for their review and input. The employees will then submit any recommendations to the Campus Facilities Committee and to the Campus President who will then assess the recommendations and return to the Board with a revised plan.

AYES: Wangler, Scott, Abraham, Kuhn, Simmons

NAYS: Ritter Motion  
Carried

Action on Deferred Maintenance Project 3.3.1 was suspended until the requested information is gathered and assessed.

<u>Project Name</u>	<u>Project Cost</u>
Interior Renovations	\$2,243,100

and Mechanical Equipment Replacement  
First Floor, Building B  
Royal Oak Campus  
OCC Project No. PF-RO04-002

- 3.3.2 College-Wide Deferred Maintenance Project  
Concrete Structural Repairs and Maintenance  
Parking Deck  
Royal Oak Campus  
OCC Project No. PF-RO04-010

Trustee Simmons MOVED to grant authority to the 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 Structural Repairs & Maintenance	<i>Previously Approved</i> \$500,900
Parking Deck	<i>Proposed</i>
<i>Increase</i>	<u>\$125,000</u>
Royal Oak Campus	<i>Revised Total</i>
<i>Cost</i>	\$625,900

OCC Project No. PF-RO04-010

Secretary Abraham noted that the scope of the work changed. Dan Cherewick explained that we discovered the seal coating was in worse shape than previously thought. Secretary Abraham then asked why the project wasn't sent out for bids after the problem was discovered. Vice Chairperson Brantley explained that the College extended the original contract in the interest of time and efficiency.

George Auch Company representative Steve Baldwin explained that the project will be delayed until the summer of 2005 because there is not enough time to rebid the project and have the work finished in time for the first day of classes.

Vice Chairperson Scott asked if the parking deck will be safe and was told that freezing and melting snow can make the parking

deck surface very slippery. Public Safety Officers monitor the conditions and close the area when it becomes hazardous to students and staff.

AYES: Scott, Ritter, Simmons

NAYS: Wangler, Abraham,  
Kuhn Motion Denied

Trustee Simmons MOVED to proceed as quickly as possible to acquire new bids.

AYES: Wangler, Scott, Abraham, Ritter, Simmons

NAYS: Kuhn Motion Carried

### 3.3.3 Progress Report – Construction Projects

The Board of Trustees reviewed the Progress Report – Construction Projects.

## 3.4 Contracts and Purchases

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

Items 3.4.1 – 3.4.14 listed below on the Consent Agenda re 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 be Adjournment.

Trustee Kuhn asked to have Action Items 3.4.1 – 3.4.3 removed from the consent agenda.

Trustee Ritter asked to have Action Item 3.4.14 removed from the consent agenda.

Trustee Kuhn asked to have Action Items 3.4.4 – 3.4.14 removed from the consent agenda.



Trustee Kuhn was not convinced there was an adequate bid process used for Action Items 3.4.1 – 3.4.3. Vice Chancellor Clarence Brantley explained that the College does not go through a bid process for affiliation agreements. These are purely academic arrangements which allow OCC students to use the facilities at various locations and there are no financial arrangements involved.

3.4.1 Affiliation Agreement  
with A Plus Mobile Computer Service  
MTEC PC User Support Technician Program  
Auburn Hills Campus

Vice Chairperson Scott MOVED that the Board of Trustees approve the College entering into an agreement with A Plus Mobile Computer Service of Warren, Michigan and authorize the Chairperson to execute the agreement.

AYES: Wangler, Scott, Abraham, Ritter, Simmons

NAYS: Kuhn Motion  
Carried

3.4.2 Affiliation Agreement  
with Oakland Family Services  
MTEC PC User Support Technician Program  
Auburn Hills Campus

Vice Chairperson Scott MOVED that the Board of Trustees approve the College entering into an agreement with Oakland Family Services of Pontiac, Michigan, and authorize the chairperson to execute the agreement.

AYES: Wangler, Scott, Abraham, Ritter, Simmons

NAYS: Kuhn Motion  
Carried

3.4.3 Affiliation Agreement  
with Textron Fastening Systems  
MTEC PC User Support Technician Program  
Auburn Hills Campus

Vice Chairperson Scott MOVED that the Board of Trustees approve the College entering into an agreement with Textron Fastening Systems of Troy, Michigan, and authorize the chairperson to execute the agreement.

AYES: Wangler, Scott, Abraham, Ritter, Simmons

NAYS: Kuhn Motion  
Carried

3.4.4 Contract for Wiring Installation Services  
Information Technologies

Trustee Simmons MOVED to approve a contract with Professional Communications to provide wiring installation services at a cost not to exceed \$100,000 for the 2004-2005 fiscal year.

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

NAYS: None Motion  
Carried

3.4.5 Purchase of Ammunition and Supplies  
Oakland Police Academy

Trustee Simmons MOVED to approve the purchase of ammunition and related supplies from CMP Distributors Inc., at a cost not to exceed \$39,649 for the 2004-2005 fiscal year.

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

NAYS: None Motion  
Carried

3.4.6 Contract with PowerPhone, Inc.  
Oakland Police Academy – Auburn Hills

Vice Chairperson Scott MOVED to approve a contract with PowerPhone, Inc., for training at a cost not to exceed \$58,400 for the 2004-2005 fiscal year.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.7 Contract with Priority Dispatch  
Oakland Police Academy – Auburn Hills

Trustee Simmons MOVED to approve a contract with Priority Dispatch Corporation, for training at a cost not to exceed \$94,000 for the 2004-2005 fiscal year.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.8 Purchase of Phone Pass Speaking Test  
Academic and Student Services  
College-Wide

Trustee Simmons MOVED to approve the purchase of the Phone Pass Speaking Test from Ordinate Corporation, at a cost not to exceed \$30,000 for the 2004-2005 fiscal year.

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

NAYS: None Motion Carried

3.4.9 Contract with Bartech, Inc.  
Workforce Development Services

Trustee Ritter MOVED to approve a contract with Bartech, at a cost not to exceed \$50,000 for Unigraphics training through April 30, 2005.

Trustee Kuhn objected because there was no bid process. It was explained to Mr. Kuhn that we are the fiscal agents for these Workforce Development grants. We process the paperwork and the amount of each grant is determined by the State of Michigan.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.10 Contract with Computer & Engineering Services  
Workforce Development Services

Trustee Ritter MOVED to approve a contract with Computer & Engineering Services not to exceed \$50,000 for Unigraphics training through April 30, 2005.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.11 Contract with Global Technology  
Workforce Development Services

Trustee Ritter MOVED to approve a contract with Global Technology, at a cost not to exceed \$50,000 for Unigraphics training through April 30, 2005

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.12 Contract with MSX International  
Workforce Development Services

Trustee Ritter MOVED to approve a contract with MSX International, at a cost not to exceed \$50,000 for Unigraphics training through April 30, 2005.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.13 Extension of Lobbyist Appointment  
Karoub Associates  
College-Wide

Trustee Ritter MOVED to approve extending the appointment of Karoub Associates for the 2004-2005 fiscal year to provide lobbying services at a fee of \$4,000 per month.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham,  
Kuhn Motion Carried

3.4.14 Purchase of Academic Software-Marcromedia  
College-Wide

Trustee Ritter MOVED that the Board of Trustees approve the purchase of academic software licenses through June 30, 2006, from the Macromedia PEP program, at a cost not to exceed \$263,000.

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

NAYS: None Moti  
on Carried

**4. ACADEMIC AND STUDENT AFFAIRS**

4.1 Academic Senate Reports  
None

4.2 Student Reports  
None

4.3 Academic Initiatives

None

**5. OLD BUSINESS**

Chairperson Wangler MOVED that the Board of Trustees elect Anne Scott as representative to the MCCA Board of Directors and that Janice Simmons be elected as alternate representative to the MCCA Board of Directors for the 2004-2005 fiscal year (July 1, 2004 – June 30, 2005).

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

NAYS: None Mot  
ion Carried

Vice Chairperson Anne Scott MOVED to approve a resolution thanking Janice Simmons for her two years of exceptional service and for providing excellent leadership as Board Chairperson for the past two years.

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

NAYS: None Mot  
ion Carried

**6. NEW BUSINESS**

Secretary Abraham MOVED to receive Chancellor Mary Spangler's goals for 2004-2005 for the purposes of further review and discussion.

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

NAYS: None Mot  
ion Carried

**7. COMMUNITY COMMENTS**

7.1 Board Member Reports and Comments

Trustee Simmons thanked the Board for allowing her to attend the ACCT Regional Conference in June. She interviewed for a seat on the ACCT Board of Trustees and for the Diversity Committee. Trustee

Simmons also attended an excellent workshop on diversity while at the conference.

Trustee Simmons requested a copy of the staff diversity profile.

Vice Chairperson Anne Scott reminded those present about the August 13, 2004 golf outing. She too attended the ACCT Regional Conference and recommended the Board of Trustees establish an auditing sub-committee.

Trustee Kuhn MOVED that the Board of Trustees establish an Auditing Subcommittee with Anne Scott, Phillip Abraham, and Janice Simmons as members.

Anne Scott withdrew her name from the committee and suggested Trustee Pamala Davis serve on the committee instead.

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

NAYS: None Motion Carried Mot

Trustee Kuhn recommended that the Board of Trustees' meeting schedule be placed on the August 16, 2004 Board meeting agenda for reconfirmation.

## 7.2 Labor Organizations and Associations

None

## 8. ADJOURNMENT

Chairperson Wangler adjourned the meeting at 9:10 p.m.

Respectfully submitted,

---

Patricia J. Funtik

---

Date

---

John Wangler, Chairperson

---

Phillip Abraham, Secretary