



OAKLAND  
COMMUNITY  
COLLEGE

BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
JANUARY 24, 2005  
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 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

1.5.1 The minutes of the December 13, 2004, Regular Board meeting were approved with the following changes: Page 6: ~~Board members~~ Trustee Sandra Ritter suggested that this decision is based on vengeance and is in retaliation. ~~It was also~~ She also stated that the Board of Trustees is micromanaging the College. ~~Board members~~ Trustee Sandra Ritter asked that the following information from Dr. Callaghan's performance evaluation be added to these minutes.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

The Chancellor made the following comments:

- Last week, along with Board Chairman John Wangler, Vice Chancellor George Keith, Dean Steve Reif, the Director of the OCC Foundation, Jill Dunphy, and four faculty, the Chancellor visited local schools with whom we had have long-standing partnerships in Oaxaca, Mexico. Chancellor Spangler acknowledged Counselor Doug Riddering for providing leadership in maintaining these important partnerships.
- The selection process to fill the Orchard Ridge Campus presidency is proceeding on schedule with a projected completion date of July 1. On Monday, the Chancellor and two members of Cabinet met with Orchard Ridge faculty and staff to collect their input before the search process begins.
- On Friday, January 14, the Chancellor along with Campus President Gordon May hosted State Senator Deb Cherry for a tour of the Highland Lakes Campus.
- Detroit Free Press columnist Rochelle Riley was principal speaker at the Martin Luther King, Jr. Convocation, sponsored by the Diversity Committee and held at the Orchard Ridge Campus on January 14.
- Campus President Sharon Blackman and Sharon Miller, Director of Workforce Development Services, recently hosted staff from the Corporation for a Skilled Workforce who were conducting site visits of all Michigan M-TEC facilities.
- The Chancellor has completed mid-year reviews of the eight Cabinet members.
- Dan Launstein of Hobbs + Black Consultants will provide a summary of the District Offices space planning assessment. Consultants were hired in response to a previous request by Board members to evaluate options for the District Offices, especially in light of the fact that the current HVAC system is in need of extensive repairs or replacement.
- Vice Chancellor Clarence Brantley will report on the 2005-2006 budget.

### 2.2 Staff Reports

- Mr. Dan Launstein of Hobbs + Black Consultants provided a summary of the District Offices Space Needs Study conducted over the past several months. Mr. Launstein noted that the Bee Administration Building is structurally sound, although there are concerns with the HVAC system. The assessment revealed that departments located in the Bee Administration Building are not arranged efficiently and the site limits the options for expansion. The report also noted that such items as carpeting, ceiling tiles, etc. are worn beyond their useful life. Additionally, the report indicates that the residential floor plan of Guest House is not well suited for administrative functions and it would be difficult to alter for administrative use.

A report on the alternatives available for District Office will be provided to the Board of Trustees in April, 2005.

In response to Trustee Anne Scott's question, Vice Chancellor Clarence Brantley noted that the air conditioning system problems are not a danger; however, it is not possible to predict how long the current system will last before it becomes necessary to replace it.

- Vice Chancellor Clarence Brantley, reporting on the revised budget for 2005-2006, noted that by adjusting the computer equipment replacement schedule, reducing the use of contract employees, eliminating some technology projects and establishing a retirement contribution reserve, the College will be able to balance its general fund budget for the 2005-2006 fiscal year.

### 2.3 Introduction of New Staff

- Campus President Sharon Blackman introduced Deborah Bayer, Director of Emergency Services.
- Vice Chancellor Clarence Brantley introduced Janette Pivitt, Financial Analyst.

## 3. COLLEGE RESOURCES

### 3.1 Personnel Recommendations

Trustee Janice Simmons MOVED to approve the personnel recommendations. Trustee Anne Scott seconded the motion.

AYES: Wangler, Scott, Abraham, Simmons

NAYS: Kuhn, Ritter Motion Carried

The Board of Trustees approved the following personnel recommendations: the management staff – non-exempt appointment of Tamara O'Dea (DO@RH) Information Technologies Programmer Analyst (Datatel), Crystal Sandford-Brown (RO) Child Care Center Coordinator, James Seewald (OR) Campus Facilities Manager; the classified promotion/transfer of Brenda Dilworth (AH) Student Services Specialist from Secretary, Nursing Department (HL); the classified transfer of Joyce Reiterman (DO) Student Services Specialist from Student Services Specialist (AH); the maintenance transfer of Crystal Fiss (AH) Building Custodian from Building Custodian (OR); the retirement of Charles Robison (HL) Maintenance B; the resignation of Nancy Rumph (RO) Bookstore Assistant.

### 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 – 3.3.7 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.

Trustee Janice Simmons MOVED to approve items 3.3.1 – 3.3.7 on the Consent Agenda – Maintenance Projects. Anne Scott seconded the motion.

Items 3.3.1, 3.3.3, 3.3.5, 3.3.6, and 3.3.7 were removed from the Consent Agenda – Maintenance Projects at the request of Secretary Phillip Abraham.

Vice Chairperson Anne Scott MOVED to approve items 3.3.2 and 3.3.4 as consent agenda items.

AYES: Scott, Ritter, Simmons, Wangler

NAYS: Abraham, Kuhn Motion Carried

3.3.2 College-Wide Deferred Maintenance Project  
Exterior Concrete Stair Replacements  
Building G  
Auburn Hills Campus  
OCC Project No. PF-AH05-003

The Board of Trustees granted 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> |
|--|---------------------|
| Exterior Concrete Stair Replacements<br>Building G<br>Auburn Hills Campus<br>OCC Project No. PF-AH05-003 | \$89,700            |

3.3.4 College-Wide Deferred Maintenance Project  
Emergency Brick Repairs at Roof Clerestory  
Buildings B,C,D,E,F,G,J,K,L,M and Smith Theater

Orchard Ridge Campus  
OCC Project No. PF-OR05-003

The Board of Trustees granted 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> |
|--|---------------------|
| Emergency Brick Repairs at Roof Clerestory<br>Buildings B,C,D,E,F,G,J,K,L,M and Smith Theater<br>Orchard Ridge Campus<br>OCC Project No. PF-OR05-003 | \$145,550           |

The Board of Trustees agreed to discuss the items previously removed from the Consent Agenda – Maintenance Projects.

3.3.1 College-Wide Deferred Maintenance Project  
Emergency HTHW Heating Line Repair  
Building C  
Auburn Hills Campus  
OCC Project No. PF-AH05-002

Vice Chairperson Anne Scott MOVED and Trustee Simmons seconded that the Board of Trustees grant authority to the George W. Auch Company for the purpose of entering into a construction project for the following project:

| <u>Project Name</u>   | <u>Project Cost</u> |
|---|---------------------|
| Emergency HTHW Heating Line Repair<br>Auburn Hills Campus – Building C<br>OCC Project No. PF-AH05-002 | \$109, 393          |

AYES: Scott, Simmons, Wangler

NAYS: Abraham, Kuhn, Ritter Motion Denied

The Board requested preliminary notice of emergency repairs requiring the Board to ratify costs in excess of \$25,000. The notice will include cost estimates if and when possible.

The motion was reconsidered and re-voted.

| <u>Project Name</u>   | <u>Project Cost</u> |
|---|---------------------|
| Emergency HTHW Heating Line Repair<br>Auburn Hills Campus – Building C<br>OCC Project No. PF-AH05-002 | \$109, 393          |

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham, Kuhn Motion Carried

3.3.3 College-Wide Deferred Maintenance Project  
Exterior Door Replacements  
Buildings A, B, D, E, H & J  
Auburn Hills Campus  
OCC Project No. PF-AH05-004

Trustee Janice Simmons MOVED and Vice Chairperson Anne Scott seconded, that the Board of Trustees 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> |
|---|---------------------|
| Exterior Door Replacements<br>Buildings A, B, D, E, H & J<br>Auburn Hills Campus<br>OCC Project No. PF-AH05-004 | \$126,000           |

AYES: Scott, Ritter, Simmons

NAYS: Abraham, Kuhn

ABSTAIN Wangler Motion Carried

3.3.5 College-Wide Deferred Maintenance Project  
Kitchen Hood Fire Suppression System Replacement  
Building J  
Orchard Ridge Campus  
OCC Project No. PF-OR04-021

Trustee Janice Simmons MOVED and Trustee Sandra Ritter seconded 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> |
|---|---------------------|---------------------|
| Kitchen Hood Fire Suppression<br>System Replacement | Previously Approved | \$33,100            |
| Building J  | Proposed Increase   | <u>\$882,400</u>    |
| Orchard Ridge Campus                                | Revised Total Cost  | \$915,500           |
| OCC Project No. PF-OR04-021                         |                     |                     |

AYES: Scott, Ritter, Simmons

NAYS: Wangler, Abraham, Kuhn Motion Denied

It was resolved that the Board Officers will be provided further information, including information on other possible solutions, prior to the February 21, 2005 Board of Trustees meeting. Once the Board Officers have reviewed the information, it will be distributed to all Board members for their review.

3.3.6 College-Wide Deferred Maintenance Project  
Concrete Parking Deck Inspection  
Concrete Structural Repairs and Deck Coating  
Royal Oak Campus  
OCC Project No. PF-RO05-005

Vice Chairperson Anne Scott MOVED and Trustee Sandra Ritter seconded, that the Board of Trustees 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 Parking Deck Inspection             | \$327,300           |
| Concrete Structural Repairs and Deck Coating |                     |
| Royal Oak Campus                             |                     |
| OCC Project No. PF-RO05-005                  |                     |

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham, Kuhn Motion Carried

3.3.7 College-Wide Deferred Maintenance Project  
Exterior Door Replacements  
Royal Oak Campus  
OCC Project No. PF-RO-03-014

Trustee Janice Simmons MOVED and Trustee Sandra Ritter seconded, that the Board of Trustees 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> |
|------------------------------|---------------------|
| Exterior Door Replacements   | \$96,100            |
| Royal Oak Campus             |                     |
| OCC Project No. PF-RO-03-014 |                     |

AYES: Scott, Ritter, Simmons

NAYS: Wangler, Abraham, Kuhn Motion Denied

**END OF CONSENT AGENDA – MAINTENANCE PROJECTS**

3.3.8 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 – 3.4.8 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.

Trustee Janice Simmons MOVED and Trustee Sandra Ritter seconded approval of Items 3.4.1 - 3.4.8.

Secretary Abraham requested Items 3.4.2 and 3.4.6 be removed.

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

NAYS: None Motion Carried

3.4.1 Affiliation Agreement  
Waterford Township Department of Public Works  
Exercise Science and Technology Program  
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with the Waterford Township Department of Public Works, 5240 Civic Center Drive, Waterford, Michigan 48329, and authorized the Chairperson to execute the agreement.

3.4.3 Purchase of Electrical Equipment Trainers  
Environmental Systems Technology Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of eight HVACR Trainers from Brodhead-Garrett, at a cost not to exceed \$36,740.00.

3.4.4 Microsoft Campus License Agreement  
College-Wide

The Board of Trustees authorized the extension of the Microsoft Campus License Agreement for one year ending January 31, 2006, with CDW Government at a cost not to exceed \$70,748.10.

3.4.5 Purchase of Waste Removal Services  
College-Wide



The Board of Trustees approved an agreement with Capital Waste, Inc., for waste removal services at an estimated annual expenditure of \$46,879.08.

3.4.7 Contract for Network Maintenance  
College-Wide

The Board of Trustees approved a contract with Delta Network Services, to provide network maintenance at a cost not to exceed \$298, 459 for the 2004-2005 fiscal year.

3.4.8 Contract for Data and Voice Services  
College-Wide

The Board of Trustees approved a contract with SBC, at a cost not to exceed \$550,000 annually for 3 years.

**END OF CONSENT AGENDA – CONTRACTS AND PURCHASES**

3.4.2 Carpet/Flooring Replacement  
Auburn Hills Campus

Trustee Sandra Ritter MOVED and Trustee Janice Simmons seconded, that the Board of Trustees approve the purchase and installation of carpet from NBS at an estimated cost of \$102, 605.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham, Kuhn Motion Carried

3.4.6 Temporary Staffing Services  
College-Wide

Secretary Phillip Abraham MOVED and Trustee Janice Simmons seconded, that the Board of Trustees approve a three year agreement with Adecco USA, to provide and coordinate the placement of temporary staffing within the College effective April 2005.

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

NAYS: None Motion Carried

3.4.9 Contract with Excelerated Learning Institute, Inc.  
Workforce Development Services

Trustee Janice Simmons MOVED and Trustee Sandra Ritter seconded, that the Board of Trustees approve a modification of the contract with Excelerated Learning Institute, Inc. for an additional cost not to exceed \$95,000 for training delivered through December 30, 2005.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham, Kuhn Motion Carried

3.4.10 Contract with RMC Project Management  
Workforce Development Services

Trustee Janice Simmons MOVED and Trustee Sandra Ritter seconded, that the Board of Trustees approve a contract with RMC at a cost not to exceed \$50,000 for PMP Exam Prep training through July 31, 2005.

AYES: Wangler, Scott, Ritter, Simmons

NAYS: Abraham, Kuhn Motion Carried

**4.0 ACADEMIC AND STUDENT AFFAIRS**

4.1 Academic Senate Reports

None

4.2 Student Reports

Royal Oak/Southfield Phi Theta Kappa President Quadrilane Daniels provided an update on the chapter's activities over the past few months, including fundraisers, tutoring services and sponsorship of a breast cancer awareness seminar. A highlight of last fall's activities included a voter registration drive where 1500 people were registered to vote.

4.3 Academic Initiatives

Vice Chancellor George Keith reported that student credit hours and headcount totals this winter remained essentially the same as last year. Since 2001, SCH's have risen 15.5 percent with headcounts rising 5.9 percent over the same period.

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

None

**7. COMMUNITY COMMENTS**

7.1 Board Member Reports and Comments

- Trustee Janice Simmons thanked Board Chair John Wangler for attending the MCCA meeting in her place.
- Vice Chairperson Anne Scott thanked everyone for expressing their support and concern during her recent illness.

7.2 Labor Organizations and Associations

None

**8. ADJOURNMENT**

Chairperson John Wangler adjourned the meeting at 9:30 p.m.

Respectfully submitted,

---

Patricia J. Funtik

---

Date

---

John Wangler, Chairperson

---

Phillip Abraham, Secretary