



OAKLAND  
COMMUNITY  
COLLEGE ®

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
March 19, 2007  
Oakland Community College  
Orchard Ridge Campus  
27055 Orchard Lake Road  
Farmington Hills, MI 48334**

**1. GENERAL FUNCTIONS**

1.1 Call to Order and Welcome

The meeting was called to order at 7:05 p.m. by Chairperson Davis who welcomed all staff and guests.

1.2 Attendance

Present

Pamala Davis, Chairperson  
Sandra Ritter, Vice Chairperson  
Anne Scott, Secretary  
Phillip Abraham, Trustee  
Thomas Kuhn, Trustee  
Anna Zimmerman, Trustee

Absent

None

1.3 Public Comments/Petitions

None

1.4 Student Presentation

A student presentation will occur in May.

1.5 Review of Minutes

1.5.1 The Minutes of the 1/27/2007 Special Board Meeting were approved as submitted.

1.5.2 The Minutes of the 2/5/2007 Special Board Meeting were approved as submitted.

1.5.3 The Minutes of the 2/19/2007 Special Board Meeting were approved as submitted.

1.5.4 The Minutes of the 2/19/2007 Regular Board Meeting were approved as submitted.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

- Academic master plans are being prepared at each campus and, in conjunction with the academic senate. These campus plans will be the basis for the college academic plan which will become the foundation of the college's strategic plan.
- The Culinary Studies Institute's Student Culinary Competition Team won the American Culinary Federation's Michigan Student Team Competition in Grand Rapids on February 24. The OCC team will represent Michigan in a March 25 competition against 10 other states.
- The Highland Lakes Campus will host 60 high school students at its 7<sup>th</sup> Annual Health Opportunities Day on March 23.
- Several OCC students attended the Phi Theta Kappa luncheon in Lansing on March 6.
- The Royal Oak Campus hosted International Academy Career day on February 28. The Winter Induction for Phi Theta Kappa students occurred on March 10.
- Governor Jennifer Granholm will issue an executive order this Thursday which may include cuts to community college appropriations.
- Renovations to the George A. Bee Administration Center are on schedule and staff are expected to move back in early June.
- A temporary full-time Counselor position was added to tonight's personnel recommendations.
- Interim Executive Director of Student Services, Lloyd Crews, will give an update on student affairs.
- Student Trustee Jeff Albrecht will show "Operation Green", a PTK student-produced video on the campus-wide recycling program.
- Interim Vice Chancellor Steve Reif will provide an update on the Higher Learning Commission report.
- Two new employees will be introduced.

### 2.2 Staff Reports

- Interim Executive Director Lloyd Crews provided an update on student affairs noting the following goals: To create and implement a student retention plan that supports the development of the "whole student"; to foster student learning as well as responsibility through civic, community, and professional engagement; to initiate strategic partnerships that will strengthen student learning outcomes; to augment competencies that will enable students to compete in a global society; and to exemplify the qualities and characteristics of a lead institution in student affairs.

### 2.3 Introduction of New Staff

- Auburn Hills Campus President Dolly introduced John Nagalski, Supervisor of Building and Grounds.
- Interim Royal Oak/Southfield Campus President Adams introduced Andre Winnette, Supervisor Buildings and Grounds.

### 3. ACADEMIC AND STUDENT AFFAIRS

#### 3.1 Academic Senate Reports

College Academic Senate Chair Mary Ann McGee noted the catalog deadline is approaching. The first Faculty Assessment Day occurred last Friday. The senate's Master Plan Committee meets next month to integrate the various campus master plans. The senate is reviewing techniques for detecting plagiarism. The Curriculum Review Committee plans to review 17 programs next year.

#### 3.2 Student Reports

Student Trustee Jeff Albrecht of Alpha Omicron Psi, the Royal Oak Phi Theta Kappa chapter, reported that his group will dedicate its upcoming Relay for Life cancer research fundraiser to the memory of late trustee Janice Simmons. Mr. Albrecht showed "Operation Green", a PTK student-produced video on the campus-wide recycling program.

#### 3.3 Academic Initiatives

Interim Vice Chancellor Steve Reif reported that each of the five Higher Learning Commission Criterion Committees submitted first drafts of their self-study chapters in early January, which will be distributed to the college community May 26. The final summaries and reports will be completed this summer, and forwarded to Graphics in October and then to the printer in early December. A large 13-member Accreditation team will visit OCC on March 16-19, 2008.

The Board of Trustees will receive a copy of the draft report to prepare for interviews with the Accreditation team. Special presentations on the self-study will be made to the Board of Trustees.

### 4. COLLEGE RESOURCES

#### 4.1 Personnel Recommendations

Trustee Scott MOVED to approve the personnel recommendations and Trustee Zimmerman seconded.

AYES: Davis, Ritter, Scott, Abraham, Kuhn, Zimmerman

NAYS: None

Motion Carried

The Board of Trustees approved the following personnel recommendations: the temporary full-time faculty appointment of Mary Ellen Stack (RO), Counselor; the transfer of Michael Vollbach, (HL) Behavioral Science/History faculty; the part-time appointment of classified staff LaTanya Porter (AH), Placement Services and Cooperative Education Secretary, and Susan Spelker (SF), Business Office Specialist; the retirement of Erik Carlson (OR), Physical Sciences

Paraprofessional; the resignation of Julia Copper (AH) part-time Financial Aid Specialist; the retirement of Maxine Leist (HL), Manager of Nursing and Health Programs; the retirement of Donald Nichols (AH), Psychology Teaching Faculty; the retirement of Joseph O'Loughlin (OR), English Teaching Faculty; the resignation of Cheryl Pivetta (SF), part-time Business Office Specialist.

#### 4.2 Business and Finance

##### 4.2.1 Treasurer's Report

The Board of Trustees reviewed the treasurer's report.

##### 4.2.2 General Fund Budget Status Report

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

##### 4.2.3 2007-08 Tax Levy of Operating Millage and Collection of College Taxes

Trustee Ritter MOVED and Trustee Scott seconded the recommendation that a maximum annual rate of 1.5844 Mills (\$1.5844 per \$1,000), adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e, of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, be levied for general operation purposes.

AYES: Davis, Ritter, Scott, Kuhn, Zimmerman

NAYS: Abraham Motion Carried

Trustee Ritter MOVED and Trustee Scott seconded the recommended adoption of the Resolution for the Collection of College Taxes to be collected in the same manner and at the same time as the 2007 city or township taxes, or in the same manner and at the same time as school district or intermediate school district taxes are being collected by the city or township.

AYES: Davis, Ritter, Scott, Kuhn, Zimmerman

NAYS: Abraham Motion Carried

#### 4.3 College Facilities

##### 4.3.1 College-Wide Deferred Maintenance Project

Asphalt Paving Replacement  
George A. Bee Administration Center  
District Office  
OCC Project No. PF-DO-07-003

Trustee Ritter MOVED and Trustee Zimmerman seconded the motion to grant authority to the College's Construction Manager, 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>
Asphalt Paving Replacement George A. Bee Administration Center District Office OCC Project No. PF-DO07-003	\$388,400

AYES: Davis, Ritter, Scott, Abraham, Kuhn, Zimmerman

NAYS: None Motion Carried

- 4.3.2 College-Wide Deferred Maintenance Project  
Storm Water Sump Pump Replacement  
Southfield Campus  
OCC Project No. PF-SF07-002

Trustee Scott MOVED and Trustee Zimmerman seconded the motion to grant authority to the College's Construction Manager, George W. Auch Company, for the purpose of entering into a construction contact for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Storm Water Sump Pump Replacement Southfield Campus OCC Project No. PF-SF07-002	\$124,300

AYES: Davis, Ritter, Scott, Abraham, Kuhn, Zimmerman

NAYS: None Motion Carried

- 4.3.3 Progress Report – Construction Projects

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

#### 4.4 Contracts and Purchases

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

Items 4.4.1 – 4.4.5 listed 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 voted on separately.

Trustee Scott MOVED and Trustee Zimmerman seconded approval of items 4.4.1 – 4.4.5 on the Consent Agenda – Contracts and Purchases.

AYES: Davis, Ritter, Scott, Abraham, Kuhn, Zimmerman

NAYS: None

Motion Carried

4.4.1 Water Treatment Services  
College-Wide

The Board of Trustees approved a contract for the purchase of water treatment services from H-O-H Chemicals, Inc., at a cost not to exceed \$22,336.

4.4.2 Moving Services  
Royal Oak Campus

The Board of Trustees approved a contract for professional moving and storage services from Allied Office Interiors, at a cost not to exceed \$68,735.

4.4.3 Managed Copier Program  
College-Wide

The Board of Trustees approved a two year contract extension with Albin for copiers, service and supplies at a annual cost not to exceed \$272,980.

4.4.4 Cubicle Workstations and Installation  
George A. Bee Administration Center

The Board of Trustee approved a contract for the purchase and installation of cubicle workstations for the George A. Bee Administration Center from Public Place Design, at a cost not to exceed \$339, 398.

4.4.5 2007-2012 Dispatch Agreement Between  
Oakland Community College and  
Oakland County Sheriff's Department

The Board of Trustees approved the Resolution for the 2007-2012 Police Dispatch Service(s) Agreement between the County of Oakland and Oakland Community College, and authorized the Secretary and Treasurer of the Board of Trustees to sign the appropriate documents.

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

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

6.1 Selection of Trustee

Trustee Zimmerman MOVED to nominate Dale A. Cunningham as Trustee and Trustee Ritter seconded.

A role call vote was taken:

AYES: Davis, Ritter, Scott, Abraham, Kuhn, Zimmerman

NAYS: None Motion Carried

Trustee Scott recommended a committee be formed to name one building at the Highland Lakes Campus in honor of Janice Simmons. Committee members include: Trustees Scott and Zimmerman, Campus President May, and Dean Boulos.

## 7. COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

- Trustee Ritter noted the efforts the Board has made to work together in a productive way.
- Trustee Davis suggested the Board consider having regular study sessions beginning in April or May.

### 7.2 Labor Organizations and Associations

OCCFA President Mary Ston noted that faculty have selected eight members for Chancellor's Search Committee.

## 8. ADJOURNMENT

The meeting was adjourned at 8:40 p.m. by Chairperson Davis.

Respectfully submitted,

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Patricia J. Funtik

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Date

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Pamala Davis, Chairperson

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Anne Scott, Secretary