



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
January 28, 2008
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 Zimmerman who welcomed all staff and guests.

1.2 Attendance

Present

Anna M. Zimmerman, Chairperson
Dale Cunningham, Vice Chairperson
Thomas Kuhn, Secretary
Pamala Davis, Trustee
Anne Scott, Trustee

Absent

Phillip Abraham, Trustee
Sandra Ritter, Trustee

1.3 Approval of Agenda

Trustee Kuhn requested Action Item 5.3 be changed from “Discuss Interim Chancellor’s Evaluation” to Discuss Interim Chancellor’s salary. Trustee Scott requested that the discussion of the Interim Chancellor be moved to the February meeting agenda.

Trustee Kuhn requested Item 6.1, RFP for Auditor, be postponed until the February Board meeting. Trustee Kuhn requested the item, lawsuit notification, replace RFP for Auditor as Item 6.1.

Trustee Zimmerman requested Item 5.2, “Discuss Conflict of Interest/Disclosure Statement for Trustees”, be postponed until the February Board meeting.

Trustee Zimmerman requested Investment Consultant RFP be added under Unfinished Business.

Trustee Kuhn MOVED to amend the agenda as noted above and Trustee Cunningham seconded.

There was no vote taken.

1.4 Public Comments/Petitions

None

1.5 Student Presentation

None

1.6 Review of Minutes

1.6.1 Review of Minutes 12/10/2007 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the 12/10/2007 Regular Board meeting.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Meyer noted a change in the personnel recommendations.

2.2 Staff Reports

Interim Executive Director of Student Services Lloyd Crews presented an update on student affairs.

2.3 Introduction of New Staff

Auburn Hills Campus President Patricia Dolly introduced Dr. Kathy Tiell, Psychology teaching faculty, Auburn Hills Campus and Patricia Harris, English teaching faculty, Auburn Hills Campus.

Trustee Zimmerman presented retiree Cathy Heard with a gift and a certificate on behalf of the Board of Trustees.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Mary Ann McGee welcomed OCC's new Chancellor Tim Meyer and read a senate resolution commending the accomplishments of Vice Chancellor Clarence Brantley during his one year tenure

as Interim Chancellor.

3.2 Student Reports

Highland Lakes nursing student Sarah Fitzpatrick commented on the beneficial impact the opening of the new Woodland Hall and Simmons Health Wing facilities has had on the campus' health programs. Noting the large enrollment in the current nursing class, Ms. Fitzpatrick stated that a number of activities have been planned for the benefit of nursing students including job fairs, peer mentoring programs and opportunities to participate in professional organizations.

3.3 Academic Initiatives

No report

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED to approve the personnel recommendations and Trustees Davis seconded.

AYES: Zimmerman, Cunningham, Kuhn, Davis, Scott

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: the transfer of faculty member Michael Vollbach, teaching faculty (HL) to Behavioral Science teaching faculty – History (RO); the temporary appointment of faculty member Kathryn Allen, (OR) English teaching faculty; the appointment of management staff – non exempt staff Jessica Newman (AH), coordinator of student development; the transfer of classified – full-time staff Karen Short (DO/PC), administrative specialist to administrative specialist (HL); the retirement of Cathy Heard (DO), human resources specialist and the resignation of Janette Pivitt (DO), financial analyst.

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.

4.3 College Facilities

4.3.1 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 – 4.4.13 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 to approve Items 4.4.1 – 4.4.13 on the Consent Agenda. Trustee Davis seconded.

AYES: Zimmerman, Cunningham, Kuhn, Davis, Scott

NAYS: None

Motion Carried

4.4.1 Board Resolution and
Memorandum of Understanding
with Oakland County through the Health Division

The Board of Trustees approved the College entering into a Memorandum of Understanding with Oakland County, through the Health Division, and authorized the Board Secretary, Thomas E. Kuhn, to execute the appropriate Board Resolution and authorized the Interim Chancellor, Mr. Clarence E. Brantley, to execute the Memorandum of Understanding with the County.

4.4.2 Affiliation Agreement
with the Greenfield Rehabilitation & Nursing Center
Health Care Administration Program
Southfield Campus

The Board of Trustees approved the College entering into an agreement with the Greenfield Rehabilitation & Nursing Center of Royal Oak, Michigan, and authorized the Chairperson to execute the agreement.

4.4.3 Affiliation Agreement
with the Oakwood Rehabilitation and
Skilled Nursing Center
Health Care Administration Program
Southfield Campus

The Board of Trustees approved the College entering into an agreement with the Oakwood Rehabilitation & Skilled Nursing Center of Dearborn, Michigan, and authorized the Chairperson to execute the agreement.

4.4.4 Resolution to Partner
with West Bloomfield Schools to Create
“Oakland Early College”

The Board of Trustees approved the resolution to approve the College’s partnership with the West Bloomfield School District to create an Early College Program, to be known as “Oakland Early College” to begin the fall of 2008.

4.4.5 Self Contained Breathing Apparatus
Fire Training Academy
Auburn Hills Campus

The Board of Trustees approved the purchase of Survivair Panther self contained breathing apparatus equipment at a cost not to exceed \$29, 224 from Southeast Equipment Company, Inc.

4.4.6 IT Systems Storage Infrastructure Upgrade
College-Wide

The Board of Trustees approved the purchase of server and network equipment from Dell at a cost not to exceed \$143,000.

4.4.7 Marketing Services
College-Wide

The Board of Trustees approved the use of DJ Marketing at a cost not to exceed \$40,000 for the 2007-08 fiscal year ending June 30, 2008.

4.4.8 Printing Services for 2008
College-Wide

The Board of Trustees approved the use of Page Litho, Inc. to provide printing services for the schedule of classes and the college catalog through December 31, 2008 at a cost not to exceed \$197,980.

4.4.9 Temporary Staffing Services
College-Wide

The Board of Trustees approved an agreement with Adecco USA, to provide and coordinate the placement of temporary staffing within the College through March 31, 2009.

4.4.10 Waste Removal Services
College-Wide

The Board of Trustees approved the use of Capital Waste, Inc. for waste removal services at an estimated annual expenditure of \$47,000 through February 28, 2009.

4.4.11 Network Maintenance
Information Technologies

The Board of Trustees approved the use of Delta Network Services, to provide network maintenance services at a cost not to exceed \$362,032 through January 31, 2009.

4.4.12 Chiller Service
Highland Lakes Campus

The Board of Trustees approved the overhaul of the Trane chiller from Trane at a cost not to exceed \$39,900.

4.4.13 CISCO Certified Network Instructor
Business Technology Center
Orchard Ridge Campus

The Board of Trustees approved the use of Jenny Griffith, to provide Cisco Certified Network Associate training at a cost not to exceed \$26,400 through June 30, 2008.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Update on Credit Card Policy

Trustee Kuhn distributed the proposed credit card policy.

Trustee Kuhn MOVED and Trustee Cunningham supported accepting the first reading of the credit card policy.

Trustee Kuhn proposed passing the policy on the first reading and then returning it to the Board of Trustees at the February 18, 2008 Board meeting.

Trustee Scott requested that each item listed in the proposed policy be discussed separately at the February 18, 2008 Board meeting.

AYES: Zimmerman, Cunningham, Kuhn, Davis, Scott

NAYS: None

Motion Carried

5.2 Discuss Conflict of Interest/Disclosure Statement for Trustees

Discussion postponed until the February 18, 2008 Board meeting.

5.2 Investment Consultant RFP

Vice Chancellor Clarence Brantley reported that four proposals were received in response to the RFP for investment consultants mailed January 8, 2008. A Special Board meeting to interview investment consultants will be scheduled for February 18, 2008.

5.3 Discuss Interim Chancellor's Evaluation

Item was postponed until February 18, 2008, where it will be discussed in Closed Session.

5.4 Discuss CREST Advisory Committee Appointments

Trustee Cunningham noted the following have been appointed to the CREST Advisory Committee:

Ted Quisenberry, Chief of Police, Royal Oak Police Department
Steve McGee, Fire Chief, Groveland Township Fire Department
Tressa Gardner, DO, POH Regional Medical Center
Darnell Blackburn, Michigan Commission on Law Enforcement
Anne Scott, Trustee, Oakland Community College Board of Trustees
Dale Cunningham, Vice Chairperson, Oakland Community College Board of Trustees
Patricia Dolly, Auburn Hills Campus President

Consulting Resource Associates' CREST business plan report has not yet been completed. Trustee Davis requested that the CREST business plan report be placed on the February 18, 2008 Board meeting agenda.

5.5 Discuss Audit Review Committee Appointments for Community Members

Trustee Scott provided a list of community members interested in working on the audit subcommittee. The subcommittee will recommend the community members to serve on the audit subcommittee.

6. NEW BUSINESS

6.1 RFP for Auditor

Postponed until the February 18, 2008 Board meeting.

6.2 Lawsuit Notification

Trustee Kuhn distributed a lawsuit notification procedure for review.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

- Trustee Scott distributed a handout related to Michigan's job training program.
- Trustee Scott announced that the annual fundraiser for the Clyde Harnack Firefighters Scholarship will be a silent auction at the Comedy Castle in Royal Oak on March 27, 2008. The cost is \$20.00 per person.
- Trustee Cunningham thanked Clarence Brantley for his help and support during this past year during his tenure as Interim Chancellor.

7.2 Labor Organizations and Associations

No Report

Trustee Scott MOVED to enter into to Closed Session to discuss the purchase or lease of realty and labor negotiations and that the Interim Chancellor's evaluation be moved to February. Trustee Davis support seconded.

A roll call vote was taken.

AYES: Zimmerman, Cunningham, Kuhn, Davis, Scott

NAYS: None Motion Carried

The Board of Trustees entered into closed session at 8:15 p.m.

The Board of Trustees adjourned the closed session and entered into open session at 8:40 p.m.

8. ADJOURNMENT

Chairperson Zimmerman adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary