



**OAKLAND COMMUNITY COLLEGE®**

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
July 21, 2008  
Oakland Community College  
2480 Opdyke Road  
Bloomfield Hills, MI 48304**

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

1.3 Approval of Agenda

Trustee Abraham MOVED to address the Adecco issue first on the agenda directly after public comments. Trustee Kuhn seconded.

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

NAYS: None Motion Carried

Item 5.6, under Unfinished Business contract services transition (Adecco), was moved forward to item 1.4.1 under public comments/petitions.

Trustee Scott requested a discussion of the trip to China under Unfinished Business. Trustee Kuhn seconded.

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

NAYS: None Motion Carried

Travel to China replaced contract services transition (Adecco) as item 5.6 under Unfinished Business.

Trustee Kuhn requested Board consultant be added under New Business. Trustee Abraham seconded.

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

NAYS: None Motion Carried

Board consultant was added as item 6.2 under New Business.

Trustee Zimmerman requested HLC Report replace recording of Board meetings as item 6.1 under New Business. Trustee Ritter seconded.

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

NAYS: None Motion Carried

Trustee Zimmerman asked to table recording of Board meetings and replace it with HLC Report as item 6.1 under New Business.

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

NAYS: None Motion Carried

HLC Report was added as item 6.1 under New Business.

Trustee Abraham MOVED to approve the agenda as amended. Trustee Davis seconded.

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

NAYS: None Motion Carried

#### 1.4 Public Comments/Petitions

Trustee Scott MOVED to limit public comments to a total of 15 minutes and requested that comments be limited to new information only. Trustee Abraham disagreed with the time limit and asked Trustees to follow Board Policy.

AYES: Scott, Cunningham

NAYS: Kuhn, Abraham, Davis, Ritter, Zimmerman Motion Failed

Trustee Davis MOVED that each person be allowed one minute to speak. Trustee Scott seconded.

AYES: Zimmerman, Davis

NAYS: Cunningham, Kuhn, Abraham, Ritter, Scott Motion Failed

Trustee Abraham requested Public Comments begin.

The following presented comments:

Ed McQuiston, Linda Churchill, Ann Johnson, Deborah VanSlyke, Michelle Casanova, Mary Schmitt, Karen Moraney, Marsha Kosovec, Jeff Albrecht and Michelle Jerome.

1.4.1 Trustee Abraham MOVED that the College stop the transition to Adecco of the part-time non-student workers in tutor positions, Institutional Research and PASS departments. Any outsourcing in the future will require a motion by the Board of Trustees. Trustee Kuhn seconded.

AYES: Abraham, Davis, Kuhn, Ritter, Scott

NAYS: Zimmerman, Cunningham Motion Carried

## 1.5 Student Presentation

There was no student presentation.

## 1.6 Review of Minutes

### 1.6.1 Review of Minutes 6/16/2008 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the June 16, 2008, Board of Trustees meeting.

Trustee Abraham offered the following correction:

Trustee Abraham stated that he is opposed to the College spending students' and taxpayers' money sending to allowing Trustees Davis and Scott ~~to travel~~ to China.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

The Chancellor outlined a proposed strategy for communicating with the Board for the purpose of providing information to the Board of Trustees to enable them to govern the institution. The strategy includes regular reports from the administration of the College to the Board of Trustees and promotes transparency and accountability. Reports on the following topics are proposed: Academic Affairs, Student Affairs, Business and Financial, Health and Safety, Human Resources Management, and Marketing.

### 2.2 Staff Reports

There were no staff reports.

### 2.3 Introduction of New Staff

President Jacqueline Shadko introduced Rasheeda Wright, Counselor, Orchard Ridge Campus and Kathryn Allen, English faculty, Orchard Ridge Campus.

President Gordon May introduced Valerie Emanoil, History faculty, Highland Lakes Campus.

## 3. ACADEMIC AND STUDENT AFFAIRS

### 3.1 Academic Senate Reports

There were no Academic Senate Reports.

### 3.2 Student Reports

There were no Student Reports.

### 3.3 Academic Initiatives

Vice Chancellor Cathey Maze presented an enrollment report prepared by of Office of Institutional Research.

Trustee Scott requested a marketing report and asked administration to prepare a report on OCC's efforts to train additional teachers for online classes.

## 4. COLLEGE RESOURCES

### 4.1 Personnel Recommendations

Trustee Scott MOVED to approve the personnel recommendations. Trustee Cunningham seconded.

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

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations:

The appointment of full-time faculty member Robert Long, Paralegal teaching faculty (OR); the temporary appointment of faculty members John Corbin, Humanities teaching faculty (AH), and Peter Schade, Graphic Design teaching faculty (OR); the interim appointments of management staff-non-exempt staff members Dennis Choiniere to Interim Manager of Campus Academic Services (RO), and Robert Spann to Interim Manager of Campus Academic Services (OR); the temporary appointment of management staff – grant funded staff member Phillip Crocket to Program Manager – Economic and Workforce Development (AH-M-TEC); the status change/transfer of

classified-full-time staff member Michelle Carrier, Business/BIS/CIS Secretary (AH) from part-time Child Care Assistant, (AH); the resignation of Stephanie Bevier, Training Assistant (DO@PC), the retirement of Karen Cox, Human Resources Specialist (DO), and the death of Gordon McGowan, Teaching Faculty – Graphic Design (OR).

## 4.2 Business and Finance

### 4.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

Trustee Abraham requested administration provide a report on CDs

### 4.2.2 General Fund Budget Status Report

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

## 4.3 College Facilities

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

Items 4.3.1 – 4.3.2 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 4.3.1 – 4.3.2 on the consent agenda – maintenance projects. Trustee Cunningham seconded.

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

**NAYS:** None

Motion Carried

#### 4.3.1 College-Wide Deferred Maintenance Project Master Planning – Buildings H, J, K Auburn Hills Campus OCC PROJECT NO. PF-AH07-008

The Board of Trustees **MOVED** 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>
Master Planning – Buildings H, J, K Highland Lakes Campus OCC Project No. PF-AH07-008	\$50,000

4.3.2 College-Wide Deferred Maintenance Project  
Athletic Field Parking Lot  
Highland Lakes Campus  
OCC PROJECT NO. PF-HL08-010

The Board of Trustees MOVED 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>
Athletic Field Parking Lot Highland Lakes Campus OCC Project No. PF-HL08-010	\$180,500

**END OF CONSENT AGENDA – MAINTENANCE PROJECTS**

President Steve Reif presented an update on the Southfield Campus renovation project.

4.3.3 College-Wide Deferred Maintenance Project  
Building Addition/Air Handler Replacement  
Southfield Campus  
OCC PROJECT NO. PF-SF06-003

Trustee Abraham MOVED to grant authority to the College's Construction Manager, 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>
Air Handler Replacement Study	Previously Approved	\$ 150,000
Southfield Campus	Proposed Increase	<u>25,154,900</u>
OCC Project No. PF-SF-6-003	Revised Total Cost	\$25,304,900

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

NAYS: None Motion Carried

4.3.4 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 – 4.4.7 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 – 4.4.7 on the consent agenda – contracts and purchases. Trustee Abraham seconded.

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

NAYS: None

Motion Carried

4.4.1 Chiller Service  
Highland Lakes Campus

The Board of Trustees approved the overhaul of two (2) Trane chillers at a cost not to exceed \$75,000.

4.4.2 Ultrasound Equipment  
Health Professions & Technologies  
Southfield Campus

The Board of Trustees approved the purchase of ultrasound equipment from Philips Medical Systems, at a cost not to exceed \$43,923.

4.4.3 Contract with DASI Solutions  
Economic and Workforce Development

The Board of Trustees approved a contract with DASI Solutions for training and facilitation services at a cost not to exceed \$1200/day for services delivered through June 30, 2009.

4.4.4 Contract with Integral Consulting, Incorporated  
Economic and Workforce Development

The Board of Trustees approved a contract with Integral Consulting, Incorporated for training and facilitation services at a cost not to exceed \$795.00/day for services delivered through June 30, 2009.

4.4.5 Contract with Protech Professional Technical Services  
Economic and Workforce Development

The Board of Trusts approved a contract with ProTech Professional Technical Services for a total amount not to exceed \$1500/day for training and facilitation services delivered through June 30, 2009.

4.4.6 Contract with Ralph Nichols Group, Inc.  
Economic and Workforce Development – Contracted Services

The Board of Trustees approved a contract with Ralph Nichols Group, Inc., for training services at a cost not to exceed \$30,000 through June 30, 2009.

4.4.7 Contract with Technigraphics  
Economic and Workforce Development

The Board of Trustees approved a contract with Technigraphics, Incorporated for training and facilitation services at a cost not to exceed \$1350/day for services delivered through June 30, 2009.

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

**5. UNFINISHED BUSINESS**

5.1 Revision to Board Policy  
1.5.2 Order of Business (second reading)

Trustee Abraham MOVED that the Board of Trustees approve the recommended revision to Board Policy 1.5.2, Order of Business.

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

NAYS: None Motion Carried

5.2 Audit Subcommittee Motion

Ritter MOVE to approve the following four community members to the Audit Subcommittee of the Board of Trustees: William Haviland, Gerald Moore, Chris Schmidt, Thomas Timko. Trustee Davis seconded.

Trustee Zimmerman asked if any trustee had a conflict of interest with any of the recommended candidates. There were no conflicts of interest.

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

NAYS: None Motion Carried

5.3 Chancellor Evaluation

Trustee Zimmerman requested the Chancellor evaluation be tabled until August to allow the Chancellor the opportunity to formally present his goals to the Board of Trustees. Trustee Ritter objected stating that the Board is only voting on the evaluation tool.

Trustee Abraham MOVED that the Board appoint a three member committee of the Board to review performance assessment tools and recommend a performance assessment tool to be used by the Board of Trustees to evaluate the Chancellor. Trustee Cunningham seconded. Trustee Kuhn offered a friendly amendment stating that the committee be appointed by this Board and the Chair of the committee be appointed by the committee itself.



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

NAYS: None Motion Carried

Trustee Abraham asked for three volunteers to serve on the committee. Trustees Abraham, Davis and Scott volunteered.

Trustee Cunningham MOVED to accept Trustees Abraham, Davis and Scott to serve on the Chancellor's Evaluation Committee. Trustee Ritter seconded.

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

NAYS: None Motion Carried

#### 5.4 Committees Policy Proposal

Trustee Davis MOVED that the Board of Trustees adopt the proposed Committees Policy. Trustee Cunningham seconded.

Trustee Davis noted the by-laws give power to the Board Chair to appoint committees. Chancellor Meyer explained that there is no specific policy on committees, there is no policy defining the scope of committees nor is the size of committees defined in Board Policy. Trustee Ritter stated that the law defines the size of committees and the Board Chair provides the charge to committees. The Chancellor requested the item be removed.

Trustee Kuhn MOVED to table the committees policy proposal and refer it back to administration. Trustee Davis seconded.

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

NAYS: None Motion Carried

#### 5.5 International Travel/Abraham

Trustee Abraham indicated that \$3,000 is the maximum amount for Trustee Scott to travel to China.

#### 5.6 Travel to China/Scott

Trustee Scott MOVED to request \$5,400 to cover her travel expenses to China. Trustee Davis seconded.

AYES: Cunningham, Davis, Ritter, Scott

NAYS: Zimmerman, Kuhn, Abraham Motion Carried

## 6. NEW BUSINESS

### 6.1 HLC Report

Trustee Zimmerman stated that the Higher Learning Commission (HLC) requested that the Board of Trustees formally accept the report prepared by the visiting team on the HLC's comprehensive evaluation visit to OCC . The HLC requested that the College direct them to either send the report to a Readers Panel or to a Review Panel.

Trustee Scott MOVED that the Board of Trustees accept the HLC's report of a comprehensive evaluation visit to OCC. Trustee Cunningham seconded.

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

NAYS: Kuhn Motion Carried

Trustee Cunningham MOVED to send the report to a Readers Panel. Trustee Scott seconded.

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

NAYS: Kuhn Motion Carried

Trustee Cunningham MOVED that the Chancellor return next month with an action plan to address the issues raised in the HLC Report. Trustee Scott seconded. Trustee Kuhn offered an amendment to provide all documentation related to the HLC by the end of the first week in August.

Vote on amendment:

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

NAYS: None Motion Carried

Vote on main motion:

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

NAYS: None Motion Carried

### 6.2 Board Consultant

No discussion occurred.

## 7. COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Scott asked her fellow trustees to attend the OCC Foundation's golf outing on

August 22. She distributed an article that appeared in Community College Week about community colleges in Florida offering four-year degrees.

Trustee Davis made a few comments about transitioning to Adecco. She thanked Catherine Rush for her hard work in putting together the transition plan.

## 7.2 Labor Organizations and Associations

Mary Ston, speaking on behalf of the teaching faculty, thanked the trustees for maintaining academic integrity.

Trustee Cunningham MOVED to adjourn into closed session for the purpose of a legal update regarding K&F Land Company.

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

NAYS: None Motion Carried

The Board of Trustees adjourned into closed session at 10:00 p.m.

The Board of Trustees returned to open session at 10:44 p.m.

## 8. ADJOURNMENT

The meeting was adjourned by Chairperson Zimmerman at 10:44 p.m.

Respectfully submitted,

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Patricia J. Funtik

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Date

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Anna M. Zimmerman, Chairperson

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Thomas E. Kuhn, Secretary