



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
February 16, 2009
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 Bryant who welcomed all staff and guests.

1.2 Attendance

Present

Shirley Bryant, Chairperson
Anna Zimmerman, Vice Chairperson
Tom Kuhn, Trustee (7:05 p.m.)
Sandra Ritter, Trustee (7:07 p.m.)
Anne Scott, Trustee
Thomas Sullivan, Trustee

Absent

Pamala Davis, Secretary

1.3 Approval of Agenda

Chair Bryant distributed to the Board a revised agenda for items under Unfinished Business. The proposed order to address the items currently on the agenda is as follows: 5.5 Board Policy Review (second reading), 5.7 Investment Service Providers, 5.3 Change in Board Policy 1.4.6 (second reading), 5.1 Higher Learning Commission Action Plan/Selecting Consultant, 5.6 Agenda Review Meeting – Study Session, 5.4 Chancellor Evaluation Instrument, and 5.2 SEMCOG Membership and Appointment of Delegates.

Trustee Sullivan MOVED to accept the revised agenda, and Trustee Zimmerman seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Mark Fallows, an OCC student, addressed the Board regarding an alleged incident involving a faculty member. Chair Bryant indicated that this matter is under investigation by several entities.

1.5 Student Presentation

There was no student presentation.

1.6 Approval of Minutes

1.6.1 Approval of Minutes of 1/26/09 Regular Board Meeting

Trustee Kuhn MOVED and Trustee Zimmerman seconded to approve the minutes of the January 26, 2009 Regular Board Meeting as amended:

Under item 3.4(6.3), the second to last sentence in paragraph two is to read: "... instituting a hotline for the college to report on fraud, waste, and abuse."

Under item 7.2, the second paragraph is to read "...to go into closed session regarding labor negotiations."

AYES: Bryant, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer extended congratulations to the Forensics Team and their mentor Carole Bennett for placing second in the State at the February 7th Novice State Championships held at Wayne State University.

The Board was also informed by Dr. Meyer that the *New York Times* published an article on 2/9/09 addressing the film training program presented by OCC in partnership with S3 Entertainment Group.

Dr. Meyer then presented two film clips from ABC News reporting on Charles Howard who is a student with Project BOLD. Charles participated in the Special Olympics and took the silver medal in snowboarding. He also carried the torch for Team USA. Special recognition goes to Diane Hill, a faculty member in the Theater Department at Orchard Ridge, and Mary Jo Schuster, a counselor with Project BOLD.

2.2 Staff Reports

No staff reports were presented.

2.3 Introduction of New Staff

No new staff was present at the meeting.

3. **ACADEMIC AND STUDENT AFFAIRS**

3.1 Academic Senate Reports

Mary Ann McGee, College Academic Senate Chair, spoke on the “Effectiveness of the Community College.” She outlined findings of a recent community college study pointing to increased enrollment of traditional students, a trend toward reducing budget percentages earmarked for classroom students, and the less favorable impact adjunct faculty has on students.

3.2 Student Reports

No report was presented.

3.3 Academic Initiatives

No report was presented.

4. **COLLEGE RESOURCES**

4.1 Personnel Recommendations

Trustee Kuhn MOVED to approve the personnel recommendations and Trustee Sullivan seconded.

AYES: Bryant, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

The Board of Trustees approved the following personnel recommendations: Please see attached Personnel Recommendations.

Trustee Ritter asked for a listing of how many open positions there are in each department.

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	College-Wide Deferred Maintenance Project	<u>Project Cost</u>
	Emergency Underground Pipe Repair	
	Building H – Pool	\$29,212
	<u>Orchard Ridge Campus</u>	
	OCC Project No. PF-OR09-006	

Clarence Brantley, Vice Chancellor for Administrative Services, provided a brief explanation of the repair problem.

Trustee Sullivan asked to have the Chancellor look into the spending limits of CEO's at other community colleges and provide a possible suggestion on a revised limit.

Trustee Ritter MOVED and Trustee Kuhn seconded to grant authority to the College's construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the completion of the OCC Project No. PF-OR09-006.

AYES: Bryant, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYES: Motion Carried

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

Trustee Ritter addressed the Board regarding OCC's future millage and how do we notify the community about our financial achievements by coming in under budget and project completions before their projected dates. She indicated that some communities utilize public notices. Dr. Meyer responded that is part of the millage advocacy strategy that is being worked on right now to take a look at how to get the right messages out to everyone. Chair Bryant responded that OCC has a millage committee in place that is addressing this issue. Dr. Meyer also indicated that Dr. Adams publishes a millage report that looks at our millage progress.

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.4 listed below on the Consent Agenda were enacted by one motion.

Trustee Scott MOVED to approve items 4.4.1- 4.4.4 on the Consent Agenda – Contracts and Purchases. Trustee Zimmerman seconded.

AYES: Bryant, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

4.4.1 Machine Vision Systems
Robotics/Automation Systems Technology Program
Auburn Hills Campus

The Board of Trustees authorized the purchase of COGNEX machine vision systems from McNaughton & McKay Electrical at a cost not to exceed \$33,222.

4.4.2 Human Anatomy Models
Life Sciences
Orchard Ridge Campus

The Board of Trustees authorized the use of Wards Natural Science to provide Human Anatomy Models at a cost not to exceed \$43,010.

4.4.3 Internet Access
College-Wide

The Board of Trustees approved continuing the use of Global Crossing on a month-to-month basis at a cost not to exceed \$6,161 per month.

4.4.4 Printing Services for 2009
College-Wide

The Board of Trustees authorized the use of Data Reproductions Corporation in Auburn Hills to provide printing services for the Schedule of Classes and the College Catalog through December 31, 2009 at a cost not to exceed \$184,474.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5 UNFINISHED BUSINESS

Per Board approval, the order of the items listed under Section 5 Unfinished Business has been rearranged. The item numbers remain the same as listed on the original agenda.

5.5 Board Policy Review (second reading)

Trustee Ritter MOVED and Trustee Kuhn seconded to accept the recommended policy revisions attached hereto, with the exception of the already-addressed credit card policy.

AYES: Bryant, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: Motion Carried

5.7 Investment Service Providers

Trustee Sullivan MOVED and Trustee Zimmerman seconded to take a vote whether to pursue the services of an outside investment firm to analyze our investments.

Trustee Ritter MOVED to table this item, and Trustee Scott seconded.

AYES: Ritter, Scott

NAYS: Bryant, Kuhn, Sullivan, Zimmerman Motion Failed

Trustee Kuhn MOVED for an amendment to set up a committee to look at the outside investment service providers. There was no second.

Chair Bryant repeated the standing motion for administration to contact companies that could evaluate the current College investments for review and risk and also make recommendations as how to best manage the funds.

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Ritter, Scott Motion Carried

5.3 Change in Board Policy 1.4.6 (second reading)

No motion was originally placed before the Board.

A discussion took place.

Trustee Ritter MOVED for the Board to discuss how many times during the past year has the Board referred to our attorney during Board Meetings. Trustee Scott seconded.

After a discussion, Trustee Ritter withdrew her motion.

5.1 Higher Learning Commission Action Plan/Selecting Consultant

Dr. Meyer brought forth his recommendation to engage the consulting services of Miriam Carver.

Trustee Zimmerman MOVED and Trustee Sullivan seconded engaging the services of Miriam Carver as the consultant to assist the Board of Trustees per the Higher Learning Commission's directions.

AYES: Bryant, Sullivan, Zimmerman

NAYS: Ritter, Scott

ABSTAIN: Kuhn Motion Failed

A discussion took place regarding the three other consultants previously presented.

Trustee Kuhn MOVED to enlist Eric Craymer from Growth Management Consulting, Inc. as the consultant to assist the Board of Trustees per the Higher Learning Commission's directions. Trustee Ritter seconded.

AYES: Bryant, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: Motion Carried

5.6 Agenda Review Meeting – Study Session

Trustee Ritter MOVED and Trustee Scott seconded to approve changing the Agenda Review Meeting to a format that will allow for discussion, questions, and additional backup documentation required prior to the Board of Trustees Regular Meeting.

AYES: Kuhn, Sullivan

NAYS: Bryant, Ritter, Scott, Zimmerman Motion Failed

Trustee Ritter left the meeting at 8:34 p.m.

5.4 Chancellor Evaluation Instrument

Per the Chair's request, Dr. Meyer addressed the Board regarding his goals and evaluation assessment instrument that could be used for his evaluation covering the period of July 1, 2008 to June 30, 2009.

Trustee Kuhn MOVED that the Board approve the Chancellor's Evaluation Instrument for 2008-09 as presented, and Board members give their individual evaluations to the Chair by or before March 3. The Chair shall then tabulate the evaluations by March 10. All members not currently present shall be informed of these deadlines by tomorrow (2/17/09). Trustee Sullivan seconded the motion.

Trustee Kuhn amended the dates in his motion to have Board members submit their individual evaluations to the Chair by April 3, and the Chair is to tabulate the evaluations by April 10.

Chair Bryant brought up the Board's contract with the Chancellor that states the Chancellor shall submit a self-appraisal to the Board by May 15. The Board will then take the Chancellor's self-evaluation and complete it before June 30.

Trustee Kuhn amended his motion again to read as follows: That the Board approve the Chancellor's Evaluation Instrument for 2008-09 as presented, and Board members give their individual evaluations to the Chair by or before May 15. The Chair shall then tabulate the evaluations by May 20. All members not currently present shall be informed of these deadlines by tomorrow (2/17/09).

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Scott Motion Carried

5.2 SEMCOG Membership and Appointment of Delegates

Trustee Scott MOVED and Trustee Kuhn seconded that the Board of Trustees authorize the College administration to join SEMCOG at a cost of \$2,925 for the first year, which begins on date of enrollment.

AYES: Scott

NAYS: Bryant, Kuhn, Sullivan, Zimmerman

Motion Failed

6 NEW BUSINESS

6.1 Review of Strategic Development Plan

Cheryl Kozell, Acting Chief Strategic Development Officer, presented a power point presentation on the February 2009 Update of the 2008-2012 Strategic Plan Timeline.

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Chair Bryant appointed Trustee Sullivan to the Audit Committee. Trustee Sullivan requested informational materials regarding the Audit Committee before making a decision. Trustee Scott will provide the materials to Trustee Sullivan in time for him to review prior to the next Board meeting.

Vice Chair Zimmerman provided a brief update on the Board's recent trip to the ACCT's National Legislative Summit in Washington, DC this past week. Several Trustees attended. Chair Bryant found it to be a fascinating and interesting learning experience for her first trip as an OCC Board member.

7.2 Labor Organizations and Associations

Per the request of the Classified Union, Chair Bryant distributed a handout to the Board.

8 ADJOURNMENT

Chairperson Bryant adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Shirley J. Bryant, Chairperson

Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

ACTION

BOARD AGENDA ITEM 4.1
February 16, 2009

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on February 16, 2009

Margaret Carroll February 17, 2009

MANAGEMENT STAFF – EXEMPT

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>2008-2009 Fiscal Year Budget</u>
Warack, Margaret M.	Information Technologies Administrative Assistant (replacement due to employee retirement)	DO	\$48,350	\$21,463	03/02/09	X
Belcher, Vanessa A.	Human Resources Human Resources Specialist (replacement due to employee retirement)	DO	\$56,621	\$25,134	03/02/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.39% of annual base salary per the College budget.

CLASSIFIED – FULL-TIME

Promotion/Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2008-2009 Fiscal Year <u>Budget</u>
Cerny, Sandra H.	Economic and Workforce Development Student Services Specialist (from Secretary, AH)	AH- M-TEC	\$21.19/hr.	\$19,565	02/25/09	X
Eppers, Beth A.	Business Office Business Office Specialist (from Student Services Specialist, RO)	RO	\$23.40/hr.	\$21,606	02/23/09	X
Taylor-Yingling, Kelly K.	Purchasing and Auxiliary Services/Bookstore Bookstore Assistant (from Secretary, AH)	AH	\$16.54/hr.	\$15,272	02/23/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.39% of annual base salary per the College budget.

CLASSIFIED – FULL-TIME

Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2008-2009 Fiscal Year <u>Budget</u>
Markiewicz, Donna M.	Health Professions & Technology/Gymnasium Secretary (from Secretary, HL)	AH	\$16.63/hr.	\$15,355	02/23/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.39% of annual base salary per the College budget.

SEPARATIONS

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Effective</u>	<u>Reason for Separation</u>
Meyer, Ronald R. (08/06/07)	Operations & Maintenance Facility Technician	HL	02/09/09	Deceased
Osman, Leyla (03/07/05)	Children's Center Child Care Assistant	SF	02/09/09	Resignation
Robinson, Thomas O. (07/14/69)	English Teaching Faculty	RO	07/01/09	Retirement
Rosebush, Charlie L. (04/06/81)	Operations & Maintenance Grounds Keeper	AH	06/30/09	Retirement