



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
April 20, 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  
Pamala Davis, Secretary  
Tom Kuhn, Trustee  
Sandra Ritter, Trustee  
Anne Scott, Trustee  
Thomas Sullivan, Trustee

Absent

None

1.3 Approval of Agenda

Chair Bryant added the Michigan New Jobs Training Program under New Business 6.3 per the Chancellor's request.

Trustee Zimmerman MOVED to remove item 5.3 Personnel and Employment Policy (second reading) from the agenda. Trustee Davis seconded.

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

NAYS: Sullivan

Motion Carried

1.4 Public Comments/Petitions

Chuck Neumann, retiring math instructor at the Auburn Hills campus, addressed the Board and thanked them for his opportunity to teach for the past 25 years at OCC.

## 1.5 Student Presentation

Dr. Jackie Shadko, President of Orchard Ridge Campus, presented a DVD regarding OCC's Forensic Team. The DVD highlighted Carole Bennett, forensics instructor, explaining what forensics is all about. Several students spoke on the video about the awards won by the team.

Dr. Shadko then introduced Courtney Raby, one of the team members, who explained what goes into preparing for a competition.

## 1.6 Approval of Minutes

### 1.6.1 Approval of Minutes of 3/16/09 Regular Board Meeting

Trustee Scott MOVED to accept the minutes of the March 16, 2009 Regular Board Meeting. Trustee Zimmerman seconded.

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

NAYS: None

Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Dr. Meyer stated there will be presentations tonight on the Michigan New Jobs Training Program and on campus security.

Dr. Meyer also shared with the Board that OCC's Math Club had a very successful year. The team took 1<sup>st</sup> place in the state of Michigan, 2<sup>nd</sup> in the Midwest region, and 15<sup>th</sup> place nationally.

### 2.2 Staff Reports

Sharon Miller, Dean of Economic & Workforce Development Services, provided some background and history regarding the Michigan New Jobs Training Program. Community colleges work with employers who are creating new jobs that require training. The community colleges have the option to provide training to potential new employees. Reimbursement for the training is received by the colleges through the incremental increases in the state income tax associated with the new employees' wages and redirecting it to the college.

Terry McCauley, Director of Public Safety for OCC, spoke to the Board regarding OCC's college-wide security initiatives. The four major areas of focus for the college-wide security review committees are Human Security, Physical Security, IT Data, and Non-IT Data.

Chair Bryant introduced retiree Chuck Neumann, who is part of the Math faculty at the Auburn Hills Campus, and will be retiring after 25 years with OCC. She also introduced

Robert Higgins who will be retiring from OCC after 44 years. Mr. Higgins taught Social Studies. Chair Bryant extended the congratulations of the Board to them both and presented them each with a certificate and gift of appreciation for their years of service with OCC.

Mr. Higgins addressed the Board and thanked them. He stated that his position at OCC was the only job he ever had since 1965.

### 2.3 Introduction of New Staff

Dr. Gordon May, President of the Highland Lakes campus, introduced Cynthia Roman, Director, Nursing and Health Professions and Technologies.

Nancy Showers, Director of Institutional Research, introduced Eileen Brennan, a Research Analyst Specialist with the Institutional Research Department.

## 3. **ACADEMIC AND STUDENT AFFAIRS**

### 3.1 Academic Senate Reports

Mary Ann McGee, College Academic Senate Chair, informed the Board that at the May Board meeting she will be presenting a list of the new senators that are being elected at this week's college-wide elections.

### 3.2 Student Reports

Gregory Robertson, a student at Highland Lakes, proudly announced that he has been accepted into OCC's nursing program. Mr. Robertson proceeded to update the Board on student activities throughout the campuses, including Earth Day events, the Children's Literature Conference held at the Auburn Hills Campus, concerts, and Raiders men's and women's sports.

### 3.3 Academic Initiatives

No report presented.

## 4. **COLLEGE RESOURCES**

### 4.1 Personnel Recommendations

Trustee Ritter MOVED to approve the personnel recommendations, and Trustee Zimmerman seconded.

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

NAYS: None

Motion Carried

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

#### 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 Public Hearing: Presentation of the 2009-2010 General Fund Budget

Clarence Brantley, Vice Chancellor of Administrative Services, walked the Board through his power point presentation of the 2009-2010 General Fund Budget for OCC.

#### 4.3 College Facilities

##### 4.3.1 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 were enacted by one motion.

Trustee Scott MOVED to approve items 4.4.1- 4.4.5 on the Consent Agenda – Contracts and Purchases. Trustee Zimmerman seconded.

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

NAYS: None

Motion Carried

##### 4.4.1 Automotive Wheel Alignment Rack Applied & Engineering Technologies Auburn Hills Campus

The Board of Trustees approved the use of Equipment Distributors, Inc. to provide a Hunter Wheel Alignment Rack at a cost not to exceed \$50,050.

##### 4.4.2 Amendment Medical and Fire Dispatch Training Oakland Police Academy Auburn Hills Campus

The Board of Trustees approved the use of Priority Dispatch Corp. to provide Medical and Fire Dispatch Training at a cost not to exceed \$44,520 through December 2009.

4.4.3 Contract with Oracle USA Inc.  
Workforce Development Services – Contracted Services

The Board of Trustees approved a contract with Oracle USA Inc. for training at a cost not to exceed \$70,000 for training delivered through June 30, 2009.

4.4.4 Affiliation Agreement with Hospice Advantage  
Mental Health/Social Work Program  
Auburn Hills Campus

The Board of Trustees approved the College entering into an agreement with Hospice Advantage of Detroit and authorized the Chairperson to execute the agreement.

4.4.5 Affiliation Agreement with Ciena Health Care  
Health Care Administration Program  
Southfield Campus

The Board of Trustees approved the College entering into an agreement with Ciena Health Care of Southfield and authorized the Chairperson to execute the agreement.

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

**5 UNFINISHED BUSINESS**

5.1 Investment Policy (second reading)

Trustee Sullivan MOVED and Trustee Kuhn seconded to approve the policy on college investments provided by LJPR, LLC at the March 2009 Board meeting.

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Davis, Ritter, Scott

Motion Carried

5.2 Governance Consultant Work Plan

Trustee Zimmerman MOVED and Trustee Sullivan seconded to approve the work plan presented by Eric Craymer of Growth Management Consulting in order to comply with the Higher Learning Commission's recommendations.

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

NAYS: None

ABSTAIN: Ritter

Motion Carried

Chair Bryant asked the Trustees to remain at the conclusion of the meeting to discuss schedules for meeting with Mr. Craymer.

### 5.3 Personnel and Employment Policy (second reading)

This item was removed from the agenda.

### 5.4 Audit Committee

Chair Bryant informed the Board that Trustee Sullivan has agreed to serve on the Audit Committee.

A discussion took place regarding the Whistleblower Hotline vendors.

Trustee Ritter MOVED and Trustee Davis seconded to have the Audit Committee return to the Board with a recommendation for a vendor for the Whistleblower Hotline.

AYES: Davis, Ritter, Scott

NAYS: Bryant, Sullivan, Zimmerman

ABSTAIN: Kuhn Motion Failed

Trustee Sullivan MOVED to table this item until after the Audit Committee has met with OCC's auditors. Trustee Kuhn seconded.

AYES: Bryant, Sullivan, Kuhn, Zimmerman

NAYS: Davis, Ritter, Scott Motion Carried

## 6 NEW BUSINESS

### 6.1 2009-2010 Board of Trustees Regular Meeting and Conference Schedule

Trustee Ritter MOVED and Trustee Kuhn seconded to approve the attached 2009-2010 Board of Trustees Regular Meeting and Conference Schedule dates, with the modification of rescheduling the April 2010 Board Meeting a week earlier.

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

NAYS: None Motion Carried

Trustee Scott MOVED and Trustee Ritter seconded to move the July 20, 2009 Board Meeting to July 13, 2009.

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

NAYS: None Motion Carried

## 6.2 Travel and Expense Committee

Trustee Sullivan MOVED and Trustee Kuhn supported to cancel all Trustee credit cards issued on behalf of OCC and to direct Administration to set up procedures for handling Trustee travel in the absence of OCC Trustee credit cards.

AYES: Bryant, Kuhn, Scott, Sullivan, Zimmerman

NAYS: Davis, Ritter

Motion Carried

Trustee Kuhn indicated an email had been sent, and there was some response from the Board and Administration. Anyone with further suggestions regarding travel guidelines should forward them to the Travel Committee as they will be scheduling another meeting.

## 6.3 Business and Finance

### Michigan New Jobs Training Program

Trustee Ritter MOVED and Trustee Kuhn seconded to approve the establishment of a self-funded loan account for the Michigan New Jobs Training Program in an amount not to exceed \$2 million.

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

NAYS: None

Motion Carried

## 6 COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Ritter raised the issue that in addition to looking at Board travel, Administration may wish to be looking at all travel and what is considered essential travel by the entire college. Chair Bryant referred Trustee Ritter to the Board Travel Committee.

Trustee Scott thanked her OCC “family” for all of their support.

Trustee Scott reminded the Board of the OCC Firefighter Scholarship fundraiser on May 7<sup>th</sup> at the Royal Oak Comedy Castle.

Trustee Davis thanked President Shadko for the initiation of the Oakland Early College Project.

Chair Bryant said that she, along with Trustees Sullivan and Zimmerman, attended the Excellence Day Lunch and appreciated the opportunity to hear the fine accomplishments of OCC’s staff.

On behalf of the Board, Chair Bryant extended their deepest sympathies to Trustee Scott on the loss of her daughter and that their thoughts and prayers are with her.

7.2 Labor Organizations and Associations

None

**8 ADJOURNMENT**

Trustee Ritter MOVED to adjourn the meeting, and Trustee Sullivan seconded.

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

NAYS: None Motion Carried

Chairperson Bryant adjourned the meeting at 9:32 p.m.

Respectfully submitted,

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Cherie A. Foster

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Date

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Shirley J. Bryant, Chairperson

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Pamala M. Davis, Secretary





OAKLAND COMMUNITY COLLEGE®

**ACTION**

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BOARD AGENDA ITEM 4.1  
April 20, 2009

*PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on April 20, 2009

Margaret Carroll

April 21, 2009

## FACULTY

### Recommendation For Continuing Contract

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>Purpose</u>
Abbey, Eric J.	English Teaching Faculty	RO/SF	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Farrah, Jeffrey S.	Social & Behavioral Science Teaching Faculty	AH	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Grunfeld, Saul	Science Teaching Faculty	RO/SF	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Helminski, Joseph J.	Communications / Humanities Teaching Faculty	HL	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Kaplan, Evan L.	Life Sciences Teaching Faculty	OR	\$62,119	\$27,773	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Lamphear, Robert L.	Communications / Humanities Teaching Faculty	HL	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

## FACULTY

### Recommendation For Continuing Contract (continued)

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>Purpose</u>
Olsen-Laugal, Ruth C.	Physical Science Teaching Faculty	OR	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Przymusinski, Lori Ann	Nursing Teaching Faculty	HL	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Sefcovic, John P.	Allied & Engineering Teaching Faculty	AH	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Shaw, Brian E.	Mathematics Teaching Faculty	OR	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Springer-Ali, Nadja M.	Library & ASC Teaching Faculty	OR	\$59,404	\$26,560	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Weller, Jan Marie	Nursing Teaching Faculty	HL	\$64,900	\$29,017	Fall 2009	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**FACULTY**

**Recommendation for Sabbatical Leave at Full Pay**

**FALL 2009 and WINTER 2010**

**September 3, 2009 – May 3, 2010**

<b><u>Hire Date</u></b>	<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Annual Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Years Completed</u></b>
09/02/93	Lee, Youmin H.	English Department Conduct research to enhance the English and Chinese courses taught at the College	RO/SF	\$96,170	\$42,998	15.6

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**ADMINISTRATIVE**

**Recommendation for Sabbatical Leave at Full Pay**

**SUMMER II 2009**

**July 6, 2009 – August 25, 2009**

<b><u>Hire Date</u></b>	<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Years Completed</u></b>
04/07/03	Showers, Nancy C.	Institutional Research Additional coursework to gain knowledge of new research processes to enhance the services of the Institutional Research Department	DO/IR	6

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**MANAGEMENT STAFF – NON-EXEMPT**

**Status Change**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b><u>2008-2009 Fiscal Year Budget</u></b>
Noland, Latasha N.	Financial Services Budget Analyst (replacement due to employee promotion)	DO	\$53,308	\$23,834	04/21/09	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**CLASSIFIED – FULL-TIME**

**Transfer**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2008-2009 Fiscal Year <u>Budget</u></b>
Brown, Sandra E.	Economic and Workforce Development Student Services Specialist (from Student Services Specialist, RO)	AH- M-TEC	\$18.54/hr.	\$17,242	05/14/09	X

**CLASSIFIED – FULL-TIME**

**Status Change – Transfer**

**Return to Former Position – Contractually Required**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2007-2008 Fiscal Year <u>Budget</u></b>
Cerny, Sandra H.	Academic Support Center Secretary (from Student Services Specialist, AH-MTEC)	AH	\$19.92/hr.	\$18,525	05/11/09	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**MAINTENANCE – FULL-TIME**

**Appointment**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2008-2009 Fiscal Year <u>Budget</u></b>
Shells, Willie D.	Operations & Maintenance Building Custodian (replacement due to employee resignation)	AH	\$13.08/hr.	\$12,164	05/04/09	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% 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>
Aguilera, Chasine N. (06/05/06)	Public Safety Public Safety Officer	OR	04/20/09	Resignation
Higgins, Robert R. (09/01/65)	Social Science Teaching Faculty	AH	05/31/09	Retirement
Petrack, Michael J. (08/01/86)	Behavioral Sciences Teaching Faculty	HL	12/31/09	Retirement
Wujek, Donald E. (08/26/68)	Natural Science Teaching Faculty	AH	06/30/09	Retirement