



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
March 20, 2012
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 Chair Kuhn. Chair Kuhn welcomed Ms. Elynn Parks, our new student representative, who will serve for March, April, and May.

1.2 Attendance

Present

Thomas Kuhn, Chair
Daniel Kelly, Vice Chair
Pamala Davis, Secretary
Thomas Sullivan, Treasurer
Shirley Bryant, Trustee
Sandra Ritter, Trustee
Anna Zimmerman, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Davis MOVED to add an action item “Tuition” to the agenda under New Business. Trustee Sullivan seconded.

Trustee Ritter MOVED to amend the agenda to add how items are added to the Board agenda, as well as to discuss policies 3.7.6, 3.5.1, 3.5.3, and 4.1.2. Trustee Davis seconded.

Vote on motion to amend:

AYES: Davis, Kelly, Kuhn, Ritter, Zimmerman

NAYS: Bryant, Sullivan

Motion Carried

Vote on original motion with amendment:

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

NAYS: None Motion Carried

1.4 Public Comments/Petitions – None

1.5 Student Presentation – None

1.6 Approval of January Board Meeting Minutes

1.6.1 Approval of January 5, 2012 Special Meeting Minutes

Trustee Bryant MOVED to accept the minutes of the January 5, 2012 special Board meeting. Trustee Ritter seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of January 17, 2012 Regular Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the January 17, 2012 regular Board meeting. Trustee Ritter seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer reported OCC is ranked the safest higher education institution in Michigan for 2011 by StateUniversity.com. This is the second year in a row OCC has achieved top status with a rating of 97.94 out of 100. Rankings are based on a scale accounting for the severity and frequency of crimes per 1,000 students, including aggravated assault, arson, burglary, rape, larceny/theft, murder, and vehicle theft.

Dr. Meyer was pleased to announce MiVida Burrus served as the keynote speaker at the Annual Meeting for Achieving the Dream in Dallas, Texas. Dr. Meyer had the honor of introducing Ms. Burrus who impressed attendees with her speech. He indicated she related the values and virtues of college life and Achieving the Dream efforts into her own life and created many positive feelings from the audience. Dr. Meyer publically congratulated Ms. Burrus.

Ms. Burrus addressed the Board regarding her outstanding experience at the annual meeting. She indicated it afforded her the opportunity to shine for OCC. Ms. Burrus thanked Dr. Dolly and Dr. Meyer for their encouragement and support.

2.2 Staff Reports – Enrollment

Dr. Richard Holcomb, Vice Chancellor of Academic and Student Affairs, reported on enrollment. He quoted the following statistics:

- Nationally, in the past 20 years community college attendance increased to about 53 percent, from 5.7 million in 1990 to 7.1 million in 2009.
- From 2004 to 2009, state-wide enrollment at community colleges increased by 20 percent.
- In 2009, OCC's enrollment constituted over 10 percent of the overall enrollment for Michigan Community Colleges.
- OCC Fall credit hours have increased by 33 percent since 2002.
- The relative proportion of OCC full-time and part-time enrollment in 2011 is the same as in 2007 – 67 percent and 33 percent respectively.
- For the past five years, the following programs have the highest numbers of enrolled students: Nursing, General Studies, Liberal Arts, Business Administration and Science.

2.3 Introduction of New Staff - None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry reported the Senate has been really busy, especially concentrating on the following three items:

- Working on a report to define or redefine our student.
- Dealing with the technology issue in the classroom.
- Working on the College Academic Master Plan.

3.2 Student Reports

Ms. Elynn Parks, student representative from the Highland Lakes Campus, provided an update to the Board on various campus student activities.

3.3 Academic Initiatives

Dr. Meyer addressed the Board on Developmental Education – “College Readiness: Policy and Practice.” He explained OCC's Placement Policy and a comparison with ACT recommended college-level cut scores. Historical documentation and research don't provide clear evidence whether ACT and COMPASS cut scores are effective at identifying the need for developmental education.

Dr. Meyer concluded by listing the crucial elements of a successful developmental education program:

- College-wide program with strong coordination, clear expectations, and goals
- Consistent practices across the College
- Continuous support and training
- Integrated with community outreach and workforce development
- Link decision-making to assessment and data
- Consistency of research practices and application of findings

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

4.1.1 The Board of Trustees reviewed the Personnel Monitoring Report.

4.1.2 Faculty Recommendations

Trustee Ritter **MOVED** to approve the Faculty Recommendations Report.
Trustee Davis seconded.

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

NAYS: None Motion Carried

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 Tax Levy of Operating Millage and Collection of College Taxes

Trustee Sullivan **MOVED** the Board of Trustees adopt the recommended resolution for the 2012-13 Tax Levy of Operating Millage that a maximum annual tax 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 operating purposes. Trustee Kelly seconded.

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

NAYS: None Motion Carried

Trustee Sullivan MOVED the Board of Trustees adopt the Resolution for the Collection of College Taxes for fiscal year 2012-13 be collected in the same manner and at the same time as the 2012 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. Trustee Kelly seconded.

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

NAYS: None Motion Carried

4.2.4 Selection of Auditing Firm

Trustee Sullivan MOVED the Board of Trustees approve the audit firm of Plante & Moran to conduct the financial audit for the fiscal year ending June 30, 2012, at a fee not to exceed \$107,000. The contract may be extended annually for a period of five years not to exceed \$125,000 annually. Trustee Zimmerman seconded.

Trustee Ritter cited Board policy 3.7.2., which states: “The Board of Trustees shall provide for an annual audit of all College funds by a certified public accountant who will report directly to the Board. A summary of the audit shall be published in a newspaper of general circulation in the College District.” Trustee Ritter voiced the annual report should come to the Board first before it goes to the Audit Committee. She stated the audit belongs to the Board and not the Audit Committee. She feels the Board is not following the policy and either the Board should follow the policy or change it. Trustee Zimmerman agreed with Ms. Ritter.

Trustee Sullivan, for the purpose of clarification, inquired what the rationale was of past Boards to establish an Audit Committee; and he stated they were very specific in the charges and composition of the Audit Committee and believes Trustee Ritter was a member of the Board that approved it.

Trustee Davis offered to bring in Audit Committee documents for clarification next month. When the Audit Committee was first formed, Trustee Davis said she was on the Board and it was in no way the intention to give away the responsibility of the Board.

Trustee Bryant stated she was a bit mystified on this as the Board voted on the approval of the audit. All the Audit Committee did was lend their particular expertise, as most of the community people who are on the Audit Committee are CPAs and our own Board members are on there. As she understood it, they didn't own the audit, they simply lent their expertise to it. Trustee Bryant doesn't understand how we give away our responsibility if the Board votes on it.

Trustee Ritter replied in her opinion the audit should come to the Board first for review and then forwarded to the Audit Committee; it should not be going to the Audit Committee first.

Trustee Sullivan stated he does not believe the Audit Committee assumes the audit. It is the Board's audit. He feels the Audit Committee has a level of expertise to clarify the audit prior to sending it to the Board. Dr. Sullivan continued in no way does he have the same level of expertise compared to other members on the Audit Committee who are CPAs.

Trustee Zimmerman stated in the past when an auditing firm was chosen, there were three firms who came before the Board and gave their presentation. The Board then makes a decision on which firm to hire. It was done differently this time.

Trustee Kelly said the Board should follow their own policies and if it says the Board gets the audit report first, then the Board gets it first.

Trustee Kelly MOVED to call the question.

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

NAYS: None Motion Carried

Vote on original motion:

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

NAYS: None Motion Carried

4.3 College Facilities

Trustee Ritter requested item 4.3.2 be removed from the Consent Calendar.

CONSENT CALENDAR – COLLEGE FACILITIES

Item 4.3.1 listed below on the Consent Calendar – College Facilities was enacted by one motion. No separate discussion of this item was requested.

Trustee Ritter MOVED to approve item 4.3.1 on the Consent Calendar – College Facilities. Trustee Bryant seconded.

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

NAYS: None

4.3.1 <u>Project Name</u>	<u>Projected Cost</u>
Transformer/Switchgear/Electrical Panel Replacement Buildings J, K and L <u>Orchard Ridge Campus</u> OCC Project No. PF-OR11-016	\$1,464,500

END OF CONSENT CALENDAR – COLLEGE FACILITIES

4.3.2 Facilities Assessment RFP College-Wide

Trustee Ritter MOVED the Board of Trustees direct Administration to issue a Request for Proposal (RFP) for a facilities assessment of each College building. Trustee Kelly seconded.

Trustee Ritter inquired what will be the focus of the RFP. Dr. Meyer replied the scope will be the grounds and buildings, and the intent is for an independent firm to come in and assess the condition of the buildings and what the facility maintenance schedule should be. The chosen firm will provide the College with a better understanding of the maintenance needs across all campuses and create a priority list of maintenance projects. Trustee Ritter suggested we choose someone who is familiar with our Michigan climate.

Trustee Kelly asked if Auch was able to bid on this RFP, and Dr. Meyer stated they could not as we are looking for someone independent of the College's construction manager. Auch would be willing, however, to share its past needs data with the chosen engineering firm.

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

NAYS: None

4.3.3 The Board of Trustees reviewed the Progress Report – Construction Projects.

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 through 4.4.7 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Sullivan MOVED to approve items 4.4.1 through 4.4.7 on the Consent Calendar - Contracts and Purchases. Trustee Bryant seconded.

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

NAYS: None Motion Carried

4.4.1 Affiliation Agreement with Somerset Family Practice
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with Somerset Family Practice, 1615 West Big Beaver, Troy, Michigan 48084, and authorized the Chairperson to execute the agreement.

4.4.2 Affiliation Agreement with Integrated Health Associates –
Maternal Fetal Medicine
Southfield Campus

The Board of Trustees approved the College entering into an agreement with Integrated Health Associates – Maternal Fetal Medicine, 4990 W. Clark Road, Suite 100, Ypsilanti, Michigan 48197, and authorized the Chairperson to execute the agreement.

4.4.3 Affiliation Agreement with University Physicians Group
Southfield Campus

The Board of Trustees approved the College entering into an agreement with University Physicians Group, 3750 Woodward, Suite 200, Detroit, Michigan 48201, and authorized the Chairperson to execute the agreement.

4.4.4 Academic Software – Adobe Maintenance Renewal Program
College-Wide

The Board of Trustees approved the purchase of the Adobe Education Enterprise License Agreement (ELA) at a cost not to exceed \$464,050 through March 31, 2015.

4.4.5 Crain’s Communications, Inc.
College-Wide

The Board of Trustees approved the use of Crain Communications, Inc. for advertising in Crain’s Detroit Business at a cost not to exceed \$108,358.

4.4.6 Culinary Equipment Replacement
Orchard Ridge Campus

The Board of Trustees approved the purchase of culinary equipment from Gold Star Products at a cost not to exceed \$61,516.

4.4.7 SimMan Equipment
Southfield Campus

The Board of Trustees authorized the purchase of SimMan equipment from Laerdal Medical for a cost not to exceed \$52,545.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 OCC Smoking Policy (Second Reading)

Trustee Ritter MOVED to approve the second reading of the OCC revised “Smoking in Facilities” Policy and Procedure 2.2.4C, to be renamed “Smoking on College Property.” Trustee Kelly seconded.

Trustee Davis MOVED to amend the policy to read (change noted in italics):

This prohibition applies specifically to the smoking of tobacco products including, but not limited to, cigarettes, cigars, pipes, *chewing tobacco, and snuff*. This policy does not apply to “electronic cigarettes” ~~or chewing tobacco~~.

Trustee Sullivan seconded the amendment.

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

NAYS: None Motion Carried

Vote on the original motion with amendment.

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

NAYS: None Motion Carried

6. NEW BUSINESS

6.1 College-Wide Incident Reporting

In regards to the OCC safety report Dr. Meyer presented earlier, Trustee Ritter believes there is either a federal or state regulation requiring every incident be reported to the Board of Trustees within a certain period of time. She just wants to make sure those reports are being provided to the Board.

6.2 College Brain Trust Agreement

Trustee Bryant MOVED to approve the College Brain Trust Agreement. Trustee Sullivan seconded.

Trustee Ritter expressed her concern with the cost of the project. Dr. Meyer responded we need additional support considering the current level of total engagement related to change management. Also, it provides an external perspective and level of expertise, as well. Dr. Meyer stated the CBT consultants are some of the top individuals in their particular area. Trustee Ritter responded she saw no need to shift to outside consultants to this extent.

Trustee Bryant voiced she supports this initiative with great enthusiasm. We want to quickly move on this project to ensure student success. Trustee Bryant agrees it is a great opportunity to work with external experts.

Trustee Zimmerman was originally concerned by the amount of money, but addressed her concerns individually with Dr. Meyer. She continued it will be important the Board be updated on the progress of this contract.

Trustee Kelly agrees it is a lot of money. However, he does agree with Dr. Meyer that external experts provide an important perspective. He hopes there will be a coordinated approach in all areas, such as organization, academics, finance, enrollment issues, etc. However, Trustee Kelly made it clear if the College is not getting the results it is expecting, the contract will be terminated.

Trustee Sullivan inquired if there is any type of reporting mechanism as to progress. Dr. Meyer responded in addition to periodic reports, Dr. Boggs will make himself available anytime the Board would like.

Trustee Davis indicated she doesn't like the amount of money to be spent. However, she noted George Boggs is a well-known expert across the country. She continued the College may be faced with performance-based funding, and we will need to be on the ball with student success.

Chair Kuhn stated the Board will insist upon reports, and it will be up to the Board to evaluate those reports along with the Chancellor.

AYES: Bryant, Kelly, Kuhn, Sullivan, Zimmerman

NAYS: Davis, Ritter

Motion Carried

6.3 Contract Negotiation Support

Trustee Kelly MOVED the Board of Trustees approve the use of external negotiators in the upcoming bargaining sessions. Trustee Bryant seconded.

Trustee Ritter inquired about the budget for this. Dr. Meyer indicated it will depend on the amount of time spent negotiating the contracts.

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

NAYS: Ritter Motion Carried

6.4 Tuition Rates

Trustee Davis MOVED to raise the tuition rates for the 2012-13 school year to a 7 percent increase for in-district students and an 11 percent increase for out-of-district and out-of-state students. Trustee Zimmerman seconded.

Trustee Sullivan MOVED to amend the motion to read for the next five budgetary years. Trustee Zimmerman seconded.

AYES: Bryant, Davis, Kelly, Sullivan, Zimmerman

NAYS: Kuhn, Ritter Motion Carried

Trustee Kelly stated he was against a tuition increase last year. He went on to say he believes there is a significant reduction in the revenues to the College, as well as a significant reduction in expenses of the College. However, Mr. Kelly said when you look at just how much the College is losing in both property taxes as well as in contributions from the State, it is very significant. We are also having increases in employee benefit packages. At some point it becomes irresponsible to just ignore it, so Trustee Kelly feels the tuition increase is warranted.

Trustee Ritter noted she is not averse to raising the tuition, she is opposed to the five years suggesting one or two years would be better.

Trustee Kelly responded there is a rationale by Administration to have a five-year plan in place. If we were just going raise tuition for one or two years, the increase would be significantly higher. Mr. Kelly noted we are going to continue to have losses even though we are increasing tuition by 7 percent.

Trustee Zimmerman informed Trustee Ritter the reason for the 7 percent is to stay in line with what the Governor requested last year. She feels with this economic environment, we will still be in line with other College tuition increases.

Vote on original motion with amendment:

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

NAYS: Ritter Motion Carried

6.5 Miscellaneous Policies

Trustee Ritter inquired what the procedure is to get an item on the Board agenda. Chair Kuhn replied a request needs to be submitted prior to the Agenda Review Meeting where it will be discussed whether the item will be placed on the agenda.

Trustee Ritter noted Board policies 3.7.6, 3.5.1, 3.5.3 are not being followed by Administration in supplying the appropriate reports to the Board. She continued policy 4.1.2 needs to be amended to fit early college students.

Chair Kuhn responded Administration will review those policies; and if reports are to be submitted to the Board, then the Board should be receiving them.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Zimmerman reported on her trip to the Washington, DC National Legislative Summit in February. She felt the ACCT/AACC was more organized this time than some of their previous meetings with their trip to Capitol Hill. Ms. Zimmerman indicated concern OCC did not provide her with a legislative package. She provided Lansing Community College's package as a sample for OCC to consider.

7.2 Organizations and Associations – None

8. ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kuhn adjourned the meeting at 9:18 p.m.

Cherie A. Foster

Date

Thomas Kuhn, Chair

Pamala M. Davis, Secretary