



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 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.

1.2 Attendance

Present

Thomas Kuhn, Chair

Daniel Kelly, Vice Chair

Pamala Davis, Secretary

Thomas Sullivan, Treasurer

Shirley Bryant, Trustee

Sandra Ritter, Trustee (arrived 7:05 p.m.)

Anna Zimmerman, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Bryant MOVED to approve the agenda. Trustee Zimmerman seconded.

Trustee Kelly offered a friendly amendment to move item 6.1 OCC Property Purchase to 2.3 on the agenda. Trustee Sullivan seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions - None

1.5 Student Presentation – None

1.6 Approval of October 16, 2012 Regular Meeting Minutes

Trustee Kelly MOVED to accept the minutes of the October 16, 2012 regular Board meeting. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer announced an alumna from OCC’s Pastry Arts Certificate Program, April Forbes, won first place on the Food Network program “Cupcake Wars.” The name of her business is The Cakeria located in Pontiac.

Dr. Meyer also wished everyone a happy Thanksgiving.

2.2 Staff Reports – 2011-2012 Audit

Clarence Brantley, Vice Chancellor of Administrative Services, discussed the purpose of the audit and financial statements. Mr. Brantley thanked Controller Gail Pitts for her work on the audit. He then introduced Paul Edwards, a partner at Plante Moran, who reviewed the 2011-2012 Annual Audit Report with the Board. Mr. Edwards stated OCC received an unqualified opinion, which is the highest possible grade an institution can receive on its financial statements. He also noted there were two findings, which have already been corrected. Craig Roshak, Chair of the OCC Audit Committee, advised the committee also reviewed the audit and were satisfied.

2.3 OCC Property Purchase (moved from 6.1 on the agenda)

Trustee Sullivan moved to approve the purchase agreement of the Southfield property effective immediately. Trustee Bryant seconded.

David Ong and Douglas Smith, President and Vice President respectively of Acquest Realty, the firm who assisted in negotiating the acquisition, fielded questions from the Board regarding the property and the proposed purchase agreement.

Trustee Ritter MOVED to amend the motion to include the purchase price amount of \$1,505,000. Trustee Davis seconded.

A vote was taken on the proposed amendment.

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

NAYS: None Motion Carried

A vote was taken on the original amended motion which reads: Move the Board of Trustees approve the purchase agreement of the Southfield property at a purchase price of \$1,505,000 effective immediately.

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

NAYS: None Motion Carried

2.4 Introduction of New Staff - None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports – College Academic Senate Chair Shawn Dry

Mr. Dry reported conversations are taking place on the role of the Senate.

3.2 Student Reports – None

3.3 Academic Initiatives - “Employment Readiness/Community Needs”

Dr. Meyer addressed the Board regarding “Employment Readiness/Community Needs.” The presentation focused on four primary points: 1) OCC Employment Related Services, 2) Understanding the Labor Market (Direction), 3) Community Feedback (Quality), and 4) Ongoing Research and Initiatives. Dr. Meyer concluded his presentation asserting OCC is providing the services for the community needs in the labor market.

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

4.1.1 The Board of Trustees reviewed the revised Personnel Monitoring Report.

4.1.2 Faculty Recommendations

Trustee Ritter MOVED to approve the revised Faculty Recommendations Report.
Trustee Bryant 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 had no questions regarding the General Fund Budget Status Report.

4.3 College Facilities

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

4.4 Contracts and Purchases - None

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

6.1 OCC Property Purchase - moved to 2.3. on the agenda

6.2 Board Policy Revisions to Foreword, 0.0.2 EEO Policy, 1.7.5 Enforcement of Policies, 2.5.1 Personnel Dispute Resolution, 2.5.2 Personnel Complaint Procedure, 2.6.1 Discrimination Prohibition, 2.6.2 Definitions, 2.6.3 Compliance, 2.6.5 Disability Accommodation, 2.6.6 Complaint Procedure, and 2.6.7 Retaliation
College-Wide
(First Reading)

Trustee Bryant MOVED to approve the first reading of the above-referenced policies.
Trustee Sullivan seconded.

Interim Chief Human Resources Officer William MacQueen addressed questions from the Board regarding suggested language, grammatical inconsistency, FMLA leave requests, and definition of terms; i.e. "undue hardship," which is interpreted as the law defines it.

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

NAYS: None

Motion Carried

6.3 Board Goals

Chair Kuhn noted the Board needs to review their goals on an annual basis and evaluate how well the Board has done and to establish new goals. He said he is looking for Board input as to when is the most appropriate time to address this.

Trustee Ritter suggested the Board be reminded of the goals at each meeting and as items are addressed determine whether the Board is meeting their goals.

Trustee Davis suggested if the evaluation of current goals and the creation of new ones are to be done at one meeting, we should wait for the new Trustee to join the Board. If it is two separate discussions, then a meeting should be scheduled in December to address the current goals and another occur after Trustee O'Sullivan takes office to discuss new ones.

Trustee Zimmerman suggested the goals be addressed prior to the end of the year.

Chair Kuhn suggested this could be resolved by agenda item 6.4 Cancellation of December Board Meeting.

6.4 Cancellation of December Board Meeting

Trustee Davis moved the Board of Trustees December meeting be cancelled. Trustee Sullivan seconded.

Chair Kuhn asked if the Board would like to hold a study session on Board goals in December.

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

NAYS: None Motion Carried

Chair Kuhn announced there will be no meetings until January.

6.5 West Bloomfield Cable Broadcasting

Chair Kuhn stated the Board received a letter from West Bloomfield Cable Communications Commission outlining procedures to ensure a good recording of the Board meetings. He asked Administration to respond to this. Dr. Meyer referred to a memo addressed to him from Janet Roberts, OCC's Executive Director of Marketing & Communications, a copy of same which was forwarded to the Board in their meeting packet. Dr. Meyer noted we currently televise our Board meetings across 17 cable outlets throughout Oakland County. West Bloomfield requests we improve our video recordings, which would result in an estimated cost of \$40,000. As all of the Trustees received this correspondence, Chair Kuhn requested it be presented tonight for the Board's consideration.

Trustee Zimmerman stated the video is fine on cable, but it is difficult to hear what is being said by the Trustees. Trustee Bryant noted some of the West Bloomfield comments could be corrected without cost; i.e., having individuals speak from the podium. Trustee Davis suggested West Bloomfield set up a second camera. Trustee Bryant also suggested staff could provide the Board comments/feedback on how they can improve the presentation.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter thanked Trustee Zimmerman for serving on the Board.

Trustee Davis expressed she was very pleased with the approval of the Southfield property purchase. She said goodbye to Dr. Dolly and Trustee Zimmerman and thanked them. She welcomed Christine O'Sullivan, and thanked everyone for their votes. Trustee Davis wished everyone a happy Thanksgiving.

Chair Kuhn presented Trustee Zimmerman with a certificate and thanked her for her commitment to OCC.

Trustee Zimmerman thanked everyone in return.

Trustee Bryant asked when Board members will be using their iPads for the meetings. Chair Kuhn responded when the Board members are ready.

7.2 Organizations and Associations – No comments

8. ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kuhn adjourned the meeting at 8:59 p.m.

Cherie A. Foster

Date

Thomas Kuhn, President

Pamala M. Davis, Secretary