



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
September 16, 2014  
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 Kelly. Chair Kelly welcomed Mr. George Butler, OCC's attorney from Dickinson Wright. He also welcomed our new student representative from Highland Lakes, Shannon Woody, who was introduced by Highland Lakes President Cynthia Roman.

1.2 Attendance

Present

Daniel Kelly, Chair  
Thomas Sullivan, Vice Chair  
Thomas Kuhn, Treasurer  
Shirley Bryant, Trustee

Absent

Pamala Davis, Secretary  
Christine O'Sullivan, Trustee  
Sandra Ritter, Trustee

1.3 Approval of Agenda

Trustee Sullivan asked an item be added under New Business 6.3 titled "Need for October Board Meeting."

Trustee Bryant MOVED to approve the amended agenda. Trustee Sullivan seconded.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None

Motion Carried

## 1.4 Approval of Minutes

### 1.4.1 Review of August 19, 2014 Special Meeting Minutes

Trustee Bryant MOVED to approve the August 19, 2014 Special Meeting Minutes. Trustee Sullivan seconded.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None Motion Carried

### 1.4.2 Review of August 19, 2014 Regular Meeting Minutes

Trustee Sullivan MOVED to approve the August 19, 2014 Regular Meeting Minutes. Trustee Bryant seconded.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None Motion Carried

## 1.5 Public Comments - None

## 1.6 Academic Senate Report

Senate Chair Shawn Dry provided his monthly report. Some of the topics covered included the Higher Learning Commission, program planning/course sequencing model discussion, and the Michigan Transfer Agreement and Grade Appeal Process ad hoc committees. He also provided an update on the shared governance conversation.

## 1.7 Labor Organizations and Associations - None

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Dr. Meyer announced OCC's CREST held a 10-year anniversary ceremony acknowledging the important role OCC and CREST serve in training first responders throughout our region.

Dr. Meyer was pleased to report the 20<sup>th</sup> Annual Golf for Scholarships event held on August 22<sup>nd</sup> at Pine Knob was OCC's most successful event ever, raising over \$44,000 for scholarships. He thanked all of our sponsors, golfers, and volunteers.

Dr. Meyer informed the Board the College has kicked off its 50-year anniversary. A variety of events will be held throughout the year to highlight the importance of the College in the community.

Dr. Meyer reported on OCC's enrollment trends, noting we are down 9.9 percent in credit hours and down 10.2 percent in headcount from last year at this time. He noted these figures indicate we are returning to pre-recession levels. Dr. Meyer said this is actually a good sign as unemployment rates in Oakland County have been consistently dropping since its high at 12.9 percent in 2009 to 2014's figure of 6.5 percent. It is important we continue to focus on community and student needs.

In concluding his remarks, Dr. Meyer reported we will be discussing finances in October or November and focusing on completion in November.

## 2.2 Staff Reports – “Distance Learning”

Dr. Cathey Maze, Vice Chancellor of Academic and Student Affairs

Dr. Maze addressed OCC's Educational Master Plan Objective 12 – “To develop a strategic program for distance learning and obtain Higher Learning Commission [HLC] approval to offer online programming.” She noted the HLC requires a Substantive Change Application be submitted in order to offer online degrees and certificates and outlined the criteria required for approval. She continued online degrees and certificates would enable students to take at least 50 percent of their credits online. In conclusion, Dr. Maze provided a status update regarding the Distance Learning Program, noting the application will be submitted by the end of October followed by a site visit sometime during the first of next year. She believes everything should be approved and operational by fall of 2015.

## 2.3 Introduction of New Staff

Dr. Tim Meyer introduced Peter Provenzano, OCC's new Vice Chancellor of Administrative Services. Dr. Meyer thanked Chuck Thomas for his outstanding services and noted Mr. Thomas will continue to work with Mr. Provenzano.

Dr. Timothy Sherwood, Associate Vice Chancellor of Academic and Student Affairs, introduced Cindy Carbone, Academic Dean of English, Literature, and Communication at Royal Oak, and Kevin Bratton, Academic Dean of Social Science and Human Services at Highland Lakes.

Dr. Jacqueline Shadko, President of the Orchard Ridge Campus, introduced Dennis Quist, a new chemistry faculty member in the science department.

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

#### **3.1 Student Reports**

Ms. Shannon Woody, Student Representative from Highland Lakes Campus, presented her report to the Board on student life activities at the campuses.

#### **3.2 Academic Initiatives – “Student Learning Roles and Responsibilities”**

Dr. Timothy Sherwood, Associate Vice Chancellor of Academic and Student Affairs

Dr. Sherwood began by providing a history of the Roles and Responsibilities in the assessment of learning outcomes, which were developed as part of the Higher Learning Commission’s Assessment Academy. As a function of shared governance, groups that participated included the students, faculty, staff, deans, presidents, vice chancellors, chancellor, board of trustees, and external community. He provided examples as to how student learning is affected directly through academics and indirectly through student and learning support. Dr. Sherwood noted the OCC website provides this information at [www.oaklandcc.edu/assessment](http://www.oaklandcc.edu/assessment) – Roles and Responsibilities.

### **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 Sullivan MOVED to approve the revised Faculty Recommendations Report. Trustee Bryant seconded.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None Motion Carried

On behalf of the Board and Dr. Meyer, Chair Kelly congratulated Harry Hildebrandt for his 35 years at OCC as an automotive technology faculty member; Pat Nowaczynski for her 30 years as a college readiness faculty member at the Auburn Hills Campus; Sadie Woodard for her 26 years as math faculty at Southfield; and Julie Granthen for her 30 years as a business faculty member at Auburn Hills.

All four retirees expressed appreciation for their time and experiences at OCC.

#### 4.2 Business and Finance

##### 4.2.1 Treasurer's Report

There were no questions regarding the Treasurer's Report.

##### 4.2.2 General Fund Budget Status Report

There were no questions regarding the General Fund Budget Status Report.

4.3 College Facilities – The quarterly report will be presented in October.

##### 4.4 Information Technology

Vice Chancellor for Information Technologies Robert Montgomery presented a sample format to be used for the IT and Facilities quarterly reports. He noted this information is on Infomart under IT – IT Projects and will also be modified to report on facilities and construction.

##### 4.5 Contracts and Purchases – Electronic Control Devices - Tasers

Trustee Sullivan **MOVED** the Board of Trustees approve the purchase of Taser equipment from Michigan Taser Distributing for a total amount not to exceed \$57,526. Trustee Kuhn seconded.

Director of Public Safety Terry McCauley addressed questions from the Board regarding what is currently used by officers, liability matters, and timing of implementation of a policy and training.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None

Motion Carried

#### 5. UNFINISHED BUSINESS - None

#### 6. NEW BUSINESS

##### 6.1 State of Michigan Appropriation Local Strategic Value Resolution

Trustee Bryant **MOVED** the Board of Trustees approve the State of Michigan Appropriation Local Strategic Value Resolution. Trustee Sullivan seconded.

A roll call was taken:

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None

Motion Carried

## 6.2 ACCT Leadership Congress Delegates

Trustee Kuhn MOVED the Board of Trustees approve Trustee Bryant and Trustee Sullivan serve as Oakland Community College's voting delegates at the ACCT Leadership Congress in Chicago on October 22-25, 2014. Chair Kelly seconded.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None

Motion Carried

## 6.3 Need for October Board Meeting

Trustee Sullivan MOVED to cancel the October Board meeting. Trustee Kuhn seconded.

It was noted two of the trustees will be attending the ACCT Leadership Congress in Chicago and will be unable to attend. Chair Kelly also said he would be unable to attend.

Trustee Bryant noted the Board should not make this a practice to cancel monthly meetings. Dr. Meyer suggested a special meeting could be scheduled if needed.

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None

Motion Carried

## 7. BOARD MEMBER REPORTS AND COMMENTS

Trustee Sullivan congratulated the retirees and was pleased to hear they appreciated their time at OCC. Chair Kelly echoed the sentiment.

Trustee Bryant noted she was extremely impressed with the Scholarship Golf Outing and was glad to hear it was the most successful fundraising event to date at OCC.

## 8. ADJOURNMENT

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

AYES: Bryant, Kelly, Kuhn, Sullivan

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 8:16 p.m.

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Cherie A. Foster

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Date

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Daniel J. Kelly, Chair

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Thomas P. Sullivan, Vice Chair