



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
September 18, 2000
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, Michigan 48304**

I. GENERAL FUNCTIONS

1.1 Call to Order and Welcome

The meeting was called to order at 7:02 p.m. by Chairperson Towar, who welcomed all guests and staff members.

1.2 Attendance

Present

Jeanne Towar, Chairperson
Judith Wiser, Vice Chairperson
Sandra Ritter, Secretary
Pamala Davis, Trustee
Anne Scott, Trustee
Janice Simmons, Trustee
John Wangler, Trustee

1.3 Student Presentation

Jennifer Bayoff made a student presentation regarding the report entitled, "Research Concerning the Effectiveness and Impact of the Orchard Ridge Study Group Program." The study group program helps students review notes and prepare for tests. Studies have shown that students who attend study groups are more likely to complete the course and re-enroll at the College.

1.4 Review of Minutes

1.4.1 Review of Minutes 08/21/00 Regular Meeting

Minutes were accepted without revisions.

II. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

- Chancellor Thompson noted that the College's internal 35th anniversary celebration is scheduled for September 22nd at the Pontiac Lafayette Grande and the external 35th anniversary celebration is scheduled for November 1st.
- The Business and Community Alliance will be held at the Southfield Campus on September 25, 2000 at 6:00 p.m.
- Final registration figures are up 2% in headcount and 2% in credit hours. It has been a challenging registration period, but has proved to be successful.
- Professional Development Day dealt with working with challenging students in and out of the classroom.
- Four employees have been nominated to attend the Michigan Leadership Training and Development Program: Kimberly Hugelier, Leonard Cole, Larry Hojna and Sharon Blackman. The first year nominees are now in their second year.
- Seven presentations will be made by faculty at the League of Innovation Instructional Technology Conference to be held in Anaheim, November 15-18, 2000.
- Two Academic Initiatives will be discussed this evening. The first includes presentations by the Nursing/Allied Health Coordinators: Caroline Nacy will present on the Electroneurodiagnostic Technology (END) Program; Karen Kittle will present on the Ophthalmic Assistant Track; Ken Wornock and Herman Young will present on the Surgical Technology Program. The second will include the introduction of lead deans and the student outcomes assessment faculty coordinators by Vice Chancellor Brown and a presentation by Dave Doidge about the function of the lead deans.
- In the Personnel Recommendations, the Chancellor asked the Board to note that Patricia Lucas has declined the Student Services Position.

- It was noted that annual contracts of August 31, 2000 were a result of late notice of retirements.
- Kelly Wahl, Student Representative, will update the Board regarding PTK this evening.
- Two new staff members will be introduced this evening.
- Trustees Scott, Simmons and Wangler will attend the ACCT convention and the Board must appoint the voting delegate.

2.2 Staff Reports

None

2.3 Introduction of New Staff

The following new and re-classified employees were introduced to the Board of Trustees: Elizabeth Green, Carlos Oliveras and Carolyn Harrison.

III. COLLEGE RESOURCES

3.1 Personnel Recommendations

A discussion ensued regarding the ITS positions submitted to the Board for approval.

It was **MOVED** by Trustee Ritter to consider the ITS positions at a later Board meeting allowing the Chancellor to provide answers to the Board's questions.

AYES: Towar, Wiser, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried Motion

A discussion ensued regarding the PASS Coordinator position.

Trustee Simmons **MOVED** that the PASS Coordinator position be tabled until the next meeting pending more research done for the Board.

AYES: Towar, Wiser, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

Trustee Ritter MOVED that the Board of Trustees vote on Personnel Recommendations with the exclusion of the ITS positions and the PASS Coordinator position.

AYES: Towar, Wisser, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

Trustee Ritter MOVED that Personnel Recommendations be supported with the exclusion of the ITS positions and the PASS Coordinator position.

The recommendations for the faculty appointments of Lois Douglas, Humanities (OR), Leah Michels, English (OR), Ildiko Thomas, Humanities (RO); the management appointment of Brian Moss, Institutional Research (OR); the reclassification of Joanne N. Schaff-Coyle, Faculty Offices Secretary (SF), Jeanette Zajac, Counseling Secretary (SF); the classified transfer of Linda Feijoo, Enrollment Services (DO); the maintenance transfer of Kathleen Voss, Operations & Maintenance (AH) were approved.

AYES: Towar, Wisser, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

3.2 Business and Finance

3.2.1 Treasurer's Report

Vice Chancellor Brantley discussed the Treasurer's Report.

3.2.2 General Fund Budget Status Report

Total revenues and expenditures as compared to last year were presented and reviewed. The report is similar to that which the Board has received in the past. Once a complete business year has

been recorded in the DATATEL system, information from previous years can be produced automatically. Currently, the report is done manually because of the lack of historical data within DATATEL.

3.3 College Facilities

3.3.1 Progress Report Construction Projects

Vice Chancellor Brantley discussed the report and indicated that the College is \$5 million under original projected costs and this has been reallocated to previously approved projects.

3.4 Contracts and Purchases

CONSENT AGENDA

Items 3.4.1-3.4.4 listed below on the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussions of these items unless a Board member or the Chancellor so requests, in which event the item will be removed from the general order of business and considered as the last item before Adjournment.

Trustee Davis MOVED to approve the following items under consent agenda.

AYES: Towar, Wisser, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

3.4.1 Waste Removal Services – College Wide

The Board of Trustees approved a three-year agreement with Five Star Waste Services for waste removal services at an estimated expenditure of \$141,156

3.4.2 Grounds Equipment – Highland Lakes

The Board of Trustees approved the purchase of a Jacobsen HR-9016 Turbo Wide Area Rotary Mower from W. F. Miller Company at a total cost not to exceed \$60,362.

3.4.3 Supplies and Accessories – College Wide

The Board of Trustees approved a three-year contract with Boise Cascade Office Products to provide paper, office supplies and computer supplies and accessories at a discounted rate of 55% off list pricing.

3.4.4 EDS/Engineering Services –
Auburn Hills Campus

The Board of Trustees approved a contract with EDS/Engineering Services, for a total cost not to exceed \$56,130 for system administration support provided through June 30, 2001.

CONSENT AGENDA – WORKFORCE DEVELOPMENT SERVICES

Items 3.4.5-3.4.11 listed below on the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussions of these items unless a Board member or the Chancellor so requests, in which event the item will be removed from the general order of business and considered as the last item before Adjournment.

Trustee Wisner MOVED to approve the following items under consent agenda.

AYES: Towar, Wisner, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

3.4.5 Contract With ABB Robotics –
Workforce Development Services

The Board of Trustees approved a contract with ABB Robotics for a total cost not to exceed \$200,000 for instruction and materials.

3.4.6 Contract with Hewlett Packard –
Workforce Development Services

The Board of Trustees approved a contract with Hewlett Packard for a total cost not to exceed \$82,800 for technical training through June 30, 2001.

3.4.7 Contract with Jackson Community College –
Workforce Development Services

The Board of Trustees approved the contract with Jackson Community College for a total not to exceed \$80,000 for instruction and materials delivered through June 30, 2001.

3.4.8 Contract with Madison Electric Company –
Workforce Development Services

The Board of Trustees approved a contract with Madison Electric Company, for a total cost not to exceed \$51,350 for training delivered through June 30, 2001.

3.4.9 Contract with Baker College –
Workforce Development Services

The Board of Trustees approved a contract with Baker College, for a total not to exceed \$80,000 for instruction and materials delivered through June 30, 2001.

3.4.10 Contract with National Tech Team –
Workforce Development Services

The Board of Trustees approved the contract with National Tech Team for a total cost not to exceed \$400,000 for materials delivered through June 30, 2001.

3.4.11 Contract Revision with Lake Orion Community
Schools – Workforce Development Services

The Board of Trustees approved an extension of the contract with Lake Orion Schools in the amount of \$125,000 for a total cost not to exceed \$325,000 to deliver services for the program year October 1, 1999 to September 30, 2000.

END OF CONSENT AGENDA

IV. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

None

4.2 Student Reports

Kelly Wahl, student representative to the Board, updated the Board on Phi Theta Kappa activities: they went on a rafting trip in Escanaba; donated stuffed animals to the Care House for abused children and went to a mock leadership convention which dealt with how to run a Phi Theta Kappa chapter. Another convention will be held at Mott Community College in September.

4.3 Academic Initiatives

Vice Chancellor Brown reported on Allied Health and Nursing programs. Dean Nadia Boulous was introduced and Vice Chancellor Brown indicated that it is under her leadership that these programs have begun. Chris Murray, President of the Nursing Students Association (NSA), gave a report on the Association's activities: published a newsletter called The Pulse listing upcoming activities within the school; hosted a welcoming luncheon to encourage first year students to become involved and developed a disk loaded with nursing care plans and forms used as a platform to discuss programs for the fall. Community service involvement was also discussed and includes: a Red Cross Blood Drive; two food drives, one at Thanksgiving and one at Christmas; Nursing students in the OB rotation support Amanda's House in Royal Oak; a student choir was formed to visit nursing homes; establishment of a mentoring program to help first year students with any questions they have and selling first-aid kits for \$6.00 as a fundraiser. She commended the faculty for their help.

Vice Chancellor Brown introduced three presenters in the Allied Health Department

- Carolyn Nacy discussed the Electroneurodiagnostic Technology (END) program and how it helps persons who have had trauma to the brain. She indicated that a program will begin in the fall of 2001 and students are now able to work on their prerequisites for this program.
- Karen Kittle discussed the Ophthalmic Assistant track and noted that the Medical Assisting program was approached because their core courses met the prerequisites of the Ophthalmic Assistant program. She indicated that all students who graduated last year are employed except for two who have continued on in their education. She passed out information regarding Ophthalmic Assistant courses.

- Ken Warnock and Herman Young from Beaumont discussed the Surgical Technology Program. They noted that in 1988, a need was identified to establish this program. In February 2000, it was approved and has 68 credit hours. Twenty-two students are currently enrolled; three have come from other areas. Oakland Community College is the only College in Oakland County to offer such a program. Beaumont Hospital has formed an alliance with the College and there is a tremendous need for surgical technologists.

Vice Chancellor Brown introduced the lead deans who have been appointed to work on Outcomes Assessment strategies as we prepare for a North Central Focus Visit. The lead deans are Steven Reif, David Doidge, Sharon Blackman, Nadia Boulos, Timothy Dykstra and Joseph Macri.

She also introduced the faculty assessment coordinators identified to date. They are Carol Benson, Carie Rummel and Kathryn Stewart.

Dave Doidge commended Carol Brown for her leadership and discussed the function of the lead deans. He indicated that the Outcomes Assessment will include a steering committee, student assessment committee and an implementation team.

V. OLD BUSINESS

None

VI. NEW BUSINESS

6.1 Resolution Calling For Millage Renewal Election

Trustee Davis MOVED and Trustee Simmons seconded that the Board of Trustees adopt the Resolution Calling for Millage renewal election on June 11, 2001 and authorize the Secretary to execute same.

AYES: Towar, Wiser, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

Trustee Simmons MOVED to delegate Trustee Wangler as the voting delegate at the ACCT convention and Trustee Scott as the alternate.

AYES: Towar, Wisner, Ritter, Davis, Scott, Simmons, Wangler

NAYS: None
Carried

Motion

VII. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Wisner noted that when the millage is renewed, she would like the College to be more involved in the arts.

Trustee Towar thanked everyone who worked at the Pancake breakfast which helped to raise scholarship money for the foundation. Chancellor Thompson noted that the event raised \$1,700 for scholarships.

7.2 Labor Organizations and Associations

Linda Churchill, Vice President of AFSCME Local 2042, noted in follow-up to the Board Planning Session that five community colleges provide an on-line registration program.

Trustee Towar requested that all Board members receive a copy of all information disseminated to Board members and Chancellor Thompson requested a copy be sent to the office.

Linda Churchill, Vice President of AFSCME Local 2042, expressed concern over the Chancellor's September 13 memo, "What's Happening" and new hires at the College.

Debbie Schmidt, President of Classified Union, expressed that classified and maintenance groups are concerned about supporting the upcoming millage renewal due to the contract provisions regarding sick time. She expressed that the union would like to work with the College to make the

millage a success. Trustee Ritter responded by saying that the union is part of the College and it would be to their benefit to support the millage. She asked that we move on.

7.3 Public Comments/Petitions

None

VIII. ADJOURNMENT

Trustee Towar MOVED to adjourn the meeting at 8:27 p.m.

Pamela Kramer

Date

Jeanne Towar, Chairperson

Sandra L. Ritter, Secretary