



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES**

JUNE 21, 2004

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 Simmons, who welcomed all guests and staff members.

1.2 Attendance

Present

Janice Simmons, Chairperson
John Wangler, Vice Chairperson
Anne V. Scott, Secretary
Phillip Abraham, Trustee
Pamala Davis, Trustee
Sandra Ritter, Trustee

Absent

Judith Wisner, Trustee

1.3 Public Comments/Petitions

None

1.4 Student Presentation

Orchard Ridge Campus President Edward Callaghan introduced six students enrolled in Professor Nick Valenti's advanced digital photography class. The students presented a PowerPoint slide show of their recent field trip to the Rochester Institute of Technology where they learned about the innovative ways

in which digital photography is being used in the medical field. The students also had an opportunity to visit the Eastman House Museum and Niagara Falls during their trip.

1.5 Review of Minutes 5/10/2004 Board Planning Session

1.5.1 The Board of Trustees reviewed the minutes of the 5/10/2004 Board Planning Session.

1.5.2 The Board of Trustees reviewed the minutes of the 5/17/2004 Regular Board meeting.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Mary Spangler made the following comments and observations:

- Plans to relocate Pontiac Place staff are proceeding on schedule. A space planning consultant will be hired to assess the physical needs of the District Office staff and to recommend alternate uses for the existing site. The chancellor will keep the Board officers informed of developments as they occur.
- The chancellor thanked Vice Chancellor George Keith and his staff for helping select the students and faculty attending the Salzburg Seminar. The week in Salzburg was a major success with seventeen students from four states attending. This year's participants are scheduled to make a presentation to the Board of Trustees at the September, 2004 meeting.
- The College is making progress in implementing the Strategic Plan with 135 responses of interest received from faculty, staff, and community members. The chancellor is working to form task forces for year one and developing a template of guidelines and a charge for each task force.
- Purchasing Director Gheretta Harris will make a presentation on the child care centers under staff reports.
- Graduation on Friday, June 18, 2004 had a record attendance of 1,000 students.
- The chancellor along with several Board members will attend the Michigan Chefs de Cuisine Apprentice Graduation Dinner at the Detroit Athletic Club on Tuesday, June 22, 2004.
- The Business and Community Alliance meets Monday, June 28 at the Fox and Hounds Restaurant with Oakland County Executive L. Brooks Patterson as keynote speaker.
- A closed session to discuss labor negotiations and cabinet evaluations will follow tonight's open session meeting.

2.2 Staff Reports

Purchasing Director Gheretta Harris presented the following report on child care services at Oakland Community College.

The College operates five campus Child Care Centers that were established in 1973. The centers operate 10 months of the year and are open from 7:45 am to 5:15 pm. The current rate structure adopted in 1992 is as follows:

Hourly Rates

- \$2.00/hour for pre-school ages 2½ - 6
- \$3.00/hour for toddler ages 1 - 2½
- \$4.00/hour for infants ages 6 mos. – 1 year

Enrollment Fees

- \$8.00/family per semester

The average revenues generated by OCC's child care centers are \$124,326 for each of the three previous years. The College subsidy for the same period has averaged 79 percent of the total operating expenses

A survey of ten institutional childcare centers was conducted to determine the rates and fees they charge. It was determined that nine of the 10 institutions subsidize childcare services; eight of ten institutions service students, employees and community and, six of ten institutions bill clients using a daily/weekly bill rate.

An increase of \$1.50/hour per child for students and an increase of \$2.00/hour per child for community members plus an increase in registration fees will reduce the College's subsidy to 50 percent over three years.

Secretary Scott disagreed with the idea of increasing the fees for child care for students. She maintained that our students cannot afford the increase. Trustee Ritter noted that financial aid will cover the cost of child care. Chairperson Simmons noted that OCC can offer scholarships for those students who cannot afford the rate increase.

2.2 Introduction of New Staff

Vice Chancellor George Keith introduced Mary Anne Cotton, the Administrative Assistant in the Advancement Office.

3. COLLEGE RESOURCES

3.1 Personnel Recommendations

Chancellor Mary Spangler noted the Personnel Recommendations were updated to include three requests for sabbatical leave and one retirement.

Vice Chairperson John Wangler MOVED to approve the Personnel Recommendations as submitted.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: the recommendation for sabbatical leave for Winter 2005 for Pamela Jackson (OR), Mathematics Faculty; the recommendation for sabbatical leave for Winter 2005 for Raymond Mort (RO/SF), English Faculty; recommendation for sabbatical leave for Frances Vally (OR), Computer Information Systems Faculty; the temporary appointment of John Corbin (AH), Humanities Teaching Faculty; the faculty appointment of Monica Chodan (HL), Chemistry Teaching Faculty; the equity adjustments for management staff-non exempt staff Mary Carlin (SF), Clinical Coordinator/clinical Education Director of Radiologic Technology and Caroline O'Neill-Nacy (SF), Director, Diagnostic Medical Sonography & Radiologic Technology; the management staff – non-exempt reclassification of Richard Zahodnic (SF) Director of Clinical Education/Respiratory Therapy; the management staff – non-exempt reclassification and transfer of Thomas Hendricks from Campus Facilities Manager (OR) to Campus Academic Services Manager (RO); the management staff – non-exempt promotion of Bee Yi Chen (DO) to Information Technologies IT Project Analyst; the management staff – grant funded extension of temporary appointment of Jessica Jenson (AH), Workforce Development Services Project Manager; the recommendation for unpaid leave of absence for classified staff Clarissa Elpedes (OR), Bookstore Assistant; the reclassification and transfer of part-time classified staff Angela Lawrence from Student Services Specialist (DO) to Placement and Cooperative Education Secretary (AH); the classified appointment of Eric Beeson (AH), CIS Paraprofessional; the maintenance appointment of Catherine Gonzalez (OR), Building Custodian; the retirement of Eunice Skilton (RO), Childcare Coordinator.

3.2 Business and Finance

3.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

3.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

3.3 College Facilities

CONSENT AGENDA – MAINTENANCE PROJECTS

Items 3.3.1 – 3.3.2 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.

Secretary Scott requested item 3.3.2 be removed for discussion from the consent agenda.

Vice Chairperson John Wangler MOVED to approve item 3.3.1 on the Consent Agenda – Maintenance Projects.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter

NAYS: None Motion Carried

- 3.3.1 College-Wide Deferred Maintenance Project
 - HVAC Equipment Replacement
 - Physical Education Building
 - Highland Lakes Campus
 - OCC Project No. PF-HL03-019

The Board of Trustees granted authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

<u>Project Name</u>	<u>Project Cost</u>
HVAC Equipment Replacement,	<i>Previously</i>
<i>Approved</i> \$ 82,500	
P.E. Building	<i>Proposed</i>
<i>Increase</i> <u>\$ 32,000</u>	
Highland Lakes Campus	<i>Revised Total</i>
<i>Cost</i> \$114,500	
OCC Project No. PF-HL03-019	

Secretary Anne Scott requested a discussion on the College-Wide Deferred Maintenance Project, Item 3.3.2, Interior Renovations and Mechanical Equipment Replacement – First Floor B Building at the Royal Oak Campus.

Campus President Martha Smydra reminded the Board that the Master Plan for the Royal Oak Campus was approved by the Board in 1996. The renovation of B Building will complete the renovations outlined in the Royal Oak Master Plan and that technically the Board approved these renovations when they approved the

Master Plan. Trustee Ritter agreed with Dr. Smydra indicating the Board had previously approved the plan for the Royal Oak Campus renovations.

Secretary Scott MOVED to table action item 3.3.2 for one month to the July 19, 2004 Board of Trustees meeting.

A roll call vote was taken:

AYES: Wangler, Scott, Abraham, Davis

NAYS: Simmons, Ritter Motion
Carried

3.3.2 College-Wide Deferred Maintenance Project
Interior Renovations and Mechanical Equipment Replacement –
First Floor, Building B
Royal Oak Campus
OCC Project No. PF-RO04-002

Deferred Maintenance Project 3.3.2 was tabled until the July 19, 2004 Board of Trustees meeting.

<u>Project Name</u>	<u>Project Cost</u>
Interior Renovations and Mechanical Equipment Replacement, First Floor, Building B Royal Oak Campus OCC Project No. PF-RO-004-002	\$2,243,100

Trustee Abraham asked to review the renovation proposal prior to voting on it in July.

Trustee Ritter requested information on when the Royal Oak Master Plan was approved by the Board of Trustees.

END OF CONSENT AGENDA – MAINTENANCE PROJECTS

3.3.3 Progress Report – Construction Projects

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

3.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 3.4.1 – 3.4.13 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.

Secretary Anne Scott MOVED to approve items 3.3.1 – 3.3.13 on the Consent Agenda – Contracts and Purchases.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter

NAYS: None Motion Carried

3.4.1 Purchase of Service Recognition Program
College-Wide

The Board of Trustees approved the purchase of a service recognition program from O.C. Tanner, at a cost not to exceed \$25,761.43 for the 2004-2005 fiscal year.

3.4.2 Purchase of Wireless Equipment
College-Wide

The Board of Trustees approved the purchase of professional services to design and integrate wireless equipment and the purchase of wireless equipment from Delta Network Services, at a cost not to exceed \$106,720.

3.4.3 Contract with Interior Systems Contract Group (ISCG)
Relocation
Institutional Research and Information Technologies Departments

The Board of Trustees approved the use of ISCG for design, furniture, and moving services at a cost not to exceed \$70,000.

NOTE: Chancellor Spangler stated there may be additional costs associated with the Pontiac Place move. She noted that these costs will be brought forward to the Board as necessary. The new landlord may agree to pay a portion of the cost of required renovations. The cost of improvements could be amortized over the life of lease thus canceling the need for the College to seek Board approval after the fact.

3.4.4 Purchase of Air Handler Training System
Environmental Systems Technology Program
Auburn Hills Campus

The Board of Trustees approved the purchase of an Air Handler Training System from Advanced Technologies Consultants, at a cost not to exceed \$56,993.00

3.4.5 Purchase of a Robot
Robotics/Automated Systems Technology Program
Auburn Hills Campus

The Board of Trustees approved the purchase of a robot from FANUC Robotics, at a cost not to exceed \$52,270.00.

3.4.6 Contract with Institute of Child Advocacy
Police Academy – Auburn Hills Campus

The Board of Trustees approved a contract with the Institute of Child Advocacy, at a cost not to exceed \$50,800 for the 2004-2005 fiscal year.

3.4.7 Purchase of Apple Computers and Monitors
Orchard Ridge Campus

The Board of Trustees approved the purchase of 25 Apple Power Mac G5 Dual 1.8 GHz computers and 17” flat panel monitors from Apple computer, Inc., at a cost not to exceed \$75,825.

3.4.8 Contract with Ace Consulting
Workforce Development Services

The Board of Trustees approved a contract with Ace Consulting, at a cost not to exceed \$50,000 for facilitation and training delivered through June 30, 2005.

3.4.9 Contract with Computer Education Services Corporation
Workforce Development Services

The Board of Trustees approved a contract with Computer Education Services Corporation, at a cost not to exceed \$500,000 for training delivered through June 30, 2005.

3.4.10 Contract with Human Performance Technologies, Inc.
Workforce Development Services

The Board of Trustees approved a contract with Human Performance Technologies, Inc., at a cost not to exceed \$80,000 for training services delivered through June 30, 2005.

3.4.11 Contract with Innovative Resources

Workforce Development Services

The Board of Trustees approved a contract with Innovative Resources, at a cost not to exceed \$80,000 for training services delivered through June 30, 2005.

3.4.12 Contract with Project Technologies Group Workforce Development Services

The Board of Trustees approved a contract with Project Technologies Group, at a cost not to exceed \$80,000 for training services delivered through June 30, 2005.

3.4.13 Purchase of Replacement Equipment from Production Tool Applied & Engineering Technology – Auburn Hills Campus

The Board of Trustees approved the purchase of replacement equipment from Production Tool, at a cost not to exceed \$144,594.75.

END OF CONSENT AGENDA – CONTRACT AND PURCHASES

4. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

None

4.2 Student Reports

None

4.3 Academic Initiatives

Vice Chancellor George Keith reported that OCC's guest students are currently taking an average of 3.5 SCH per student with the top three choices of course categories being: Mathematics, English, and Physics.

5. OLD BUSINESS

None

6. NEW BUSINESS

Trustee Abraham MOVED to hold a Special Board meeting on Monday, July 12, 2004 for the purpose of installing the new Board of Trustees and electing new Board Officers.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter

NAYS: None Motion
Carried

6.1 Chancellor's Compensation – 2004-2005

Secretary Scott MOVED that the Board of Trustees approve a salary increase for the Chancellor of 3.1 percent for the 2004-2005 fiscal year.

Secretary Scott MOVED that the Board of Trustees approve compensation of \$800 monthly for professional obligations for the 2004-2005 fiscal year.

Chancellor Spangler clarified the fact that the \$800 for professional obligations is not a reimbursement. It is a stipend.

A roll call vote was taken.

AYES: Simmons, Wangler, Scott, Abraham

NAYS: Davis, Ritter Motion Carried

7. COMMUNITY COMMENTS

Chairperson Simmons recognized Arlene Frank, wife of OCC's Distinguished Alumnus in 2004, Dr. Robert Egan.

Trustee Sandra Ritter paid the following tribute to Trustee Judith Wiser who will be leaving the College's Board of Trustees after 18 years of service.

"I take this opportunity to thank Judith Wiser for her service to OCC. Follow me to OCC could very well be Judith Wiser's byline. In all of her conversations she always made the effort to point out how OCC benefited the community.

For the last 18 years, Judith served the people of Oakland County and our students. There were many times Judith's approach to governance was different than some of her fellow Board members. Sometimes she would ask questions we were thinking about but only she had the courage to ask.

Judith opened our eyes to the dance. She will always be remembered for her efforts to bring about the production of the Nutcracker. She was one of the first to see the importance of CREST to our community and to our nation. Judith's love of these things was only secondary to her concern that our students have snow and ice-free walkways and warm classrooms; to have resources to take advantage of the 100's of educational opportunities

available to them so they could grow intellectually, become gainfully employed and become productive citizens.

We have learned a lot from Judith, all of us at OCC will continue to benefit from her 18 years of loyalty and dedication to her beloved OCC.

Please join me in thanking Judith Wiser.”

7.2 Labor Organizations and Associations

None

Secretary Anne Scott MOVED to enter into closed session to discuss Chancellor’s Cabinet evaluations and labor negotiations.

A roll call vote was taken.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter

NAYS: None Motion
Carried

The Board of Trustees entered into closed session at 8:40 p.m.

Chairperson Simmons adjourned the closed session at 9:20 p.m. and entered into open session.

Vice Chairperson Wangler MOVED to approve the tentative agreement reached June 1, 2004, between the College and the Teamsters Local 214. The effective date of the agreement is July 1, 2004.

AYES: Simmons, Wangler, Scott, Abraham, Davis

NAYS: Ritter Motion
Carried.

8. ADJOURNMENT

Chairperson Simmons adjourned the meeting at 9:22 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

Janice Simmons, Chairperson

Anne V. Scott, Secretary