



OAKLAND
COMMUNITY
COLLEGE

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
April 23, 2007
Oakland Community College
Highland Lakes Campus
7350 Cooley Lake Road
Waterford, MI 48327**

1. GENERAL FUNCTIONS

1.1 Call to Order and Welcome

The meeting was called to order at 7:00 p.m. by Chairperson Davis who welcomed all guests and staff.

1.2 Attendance

Present

Pamala Davis, Chairperson

Sandra Ritter, Vice Chairperson

Anne Scott, Secretary

Phillip Abraham, Trustee

Dale Cunningham, Trustee

Thomas Kuhn, Trustee

Anna Zimmerman, Trustee

Absent

None

1.3 Public Comments/Petitions

None

1.4 Student Presentation

None

1.5 Review of Minutes

1.5.1 The Minutes of the 3/5/2007 Special Board meeting were approved as submitted.

1.5.2 The Minutes of the 3/13/2007 Special Board meeting were approved as submitted.

1.5.3 The Minutes of the 3/19/2007 Special Board Meeting were approved as submitted.

1.5.4 The Minutes of the 3/19/2007 Regular Board Meeting were approved as submitted.

- 1.5.5 The Minutes of the 3/26/2007 Special Board Meeting were approved with the following correction:

The “nay” votes will be removed from New Business, Section 2.2, Selection of Executive Search Firm.

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

- Interim Chancellor Clarence Brantley introduced Mike Hansen, the new president of the Michigan Community College Association. Mr. Hansen provided some updates on recent developments in Lansing.
- Longtime faculty member Sarah Keidan, Political Science instructor, died on March 17.
- The college community expressed its sympathy in response to the recent tragedy at Virginia Tech.
- The National League for Nursing Accreditation approved continuing accreditation for the OCC ADN program through 2014.
- Standard and Poor’s has upgraded OCC’s bond rating to AA-plus.
- The Orchard Ridge and Auburn Hills chapters of Phi Theta Kappa were rated among the top 100 in the nation at the organizations’ recent national convention in Nashville.
- The Culinary Studies Institute fielded a student team at the American Culinary Federation’s Central Region competition in Milwaukee, winning first place and receiving a coveted gold medal. They will compete for the national championship in July.
- Chief Information Officer Andrew Hillberry has announced that the Dell Corporation will be a presenting sponsor for the annual OCC scholarship golf outing in August, in the amount of \$10,000.
- An OCC Respiratory Program team won first place in a statewide competition held in Lansing, March 24, 2007.
- One hundred ninety-five Nursing Program graduates will participate in a Pinning Ceremony on May 6, 2007.
- Director of Institutional Research Nancy Showers has been named to the 2007 Board of Examiners for the Malcolm Baldrige National Quality Award Program.
- Financial Services along with the IT Department have implemented an online pay advice service for college employees.
- Interim Executive Director of Student Services Lloyd Crews received his doctorate from Wayne State University.
- There are two changes to the personnel recommendations. A revised set of personnel recommendations was distributed this evening.

2.2 Staff Reports

2.3 Introduction of New Staff

On behalf of Auburn Hills Campus President Patricia Dolly, Willie Lloyd introduced LaTanya Porter, part-time secretary.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

3.2 Student Reports

Interim Executive Director Lloyd Crews reported on the following Student Life activities: several Earth Day events, including free showings of Al Gore's documentary "An Inconvenient Truth", a poetry slam last Thursday co-sponsored by the Royal Oak/Southfield Campuses Student Life Committee and the Royal Oak/Southfield Campuses Diversity Committee, a student dance at Auburn Hills last Friday, and a candlelight vigil commemorating the Virginia Tech tragedy at the Auburn Hills Campus.

3.3 Academic Initiatives

None

4. COLLEGE RESOURCES

Board Chair Davis presented retiring Highland Lakes CIS faculty member Henry Austin with a certificate and a gift honoring his 38 years of service.

4.1 Personnel Recommendations

Trustee Ritter MOVED to approve the personnel recommendations and Trustee Cunningham seconded.

Trustee Zimmerman asked for clarification on the non-renewal of probationary contracts, which was provided. Trustee Zimmerman asked for details regarding the layoff listed on page eight. Chief Human Resources Officer Cathy Rush noted that there were insufficient students enrolled in courses in this program.

Trustee Ritter asked about process for renewing probationary contracts. The process was explained by Cathy Rush, Chief Human Resources Officer.

A friendly amendment was made to accept the personnel recommendations as revised.

NOTE: Trustee Abraham requested a notation be made in the personnel recommendations when collective bargaining agreements or other circumstances dictate a retroactive Board action.

AYES: Davis, Ritter, Scott, Abraham, Cunningham, Kuhn, Zimmerman

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations:

The recommendation for continuing faculty contract for Jack Cronin (OR), Humanities faculty; the recommendation for continuing faculty contract for Gina Fournier (RO/SF),

English faculty; the continuing faculty contract for Diane Hill (OR), Fine and Performing Arts faculty; the recommendation for continuing faculty contract for Karen Lee (RO/SF), Mathematics faculty; the recommendation for sabbatical leave at full pay for Academic Year 2007-2008 (August 30, 2007 – August 19, 2008), for Leslie Roberts (OR), English faculty; the recommendation for sabbatical leave at full pay for Fall 2007 (August 30, 2007 – December 17, 2007), for Peter Stine (OR), English faculty; the recommendation for sabbatical leave at full pay for Fall 2007 (August 30, 2007 – December 17, 2007), for Ildiko Porter-Szucs (RO), ESL faculty; the extension of a temporary appointment for administrative staff – non-exempt employee Henry Tanaka (AH), Academic and Student Services Interim Dean; the classified full-time appointment of Karen Green (AH), Natural Science/Social Science Paraprofessional; the classified – full-time promotion/transfer of Julie Ronquillo (RO), Bookstore Assistant from Communications Specialist (DO); the classified-part-time appointment of William Ray, II (AH), Parts and Tool Crib Attendant; the classified part-time status change/transfer of Joy Frost (RO), Career Center Specialist from Library Technician, (RO); the maintenance – full-time transfer of Catherine Gonzalez (AH), Building Custodian from Building Custodian (OR); the maintenance-full-time transfer of Rodney Norris (HL), Building Custodian from Building Custodian (OR); the non-renewal of probationary contract for Magda Abuhassabu (SF), ASC Faculty; the retirement of Patricia Briggs (HL), Behavioral Science teaching Faculty; the resignation of Arthur Chu (OR), part-time Physical Science Paraprofessional; the separation of Dennis Clinebell (AH), Bookstore Assistant; the layoff of Syed Hussain (HL), Science teaching Faculty; the death of Sarah Keidan (OR), Human Sciences teaching Faculty; the separation of Matthew Pastula (SF), Academic Support Center part-time Paraprofessional; the retirement of Terri Trest (OR), part-time Child Care Assistant.

Barry Seifman, attorney for Magda Abuhassabu, asked the Board to reconsider renewing Ms. Abuhassabu's probationary contract, noting that he filed a complaint with the Human Resources Department. Chief Human Resources Officer Cathy Rush noted that administration is investigating the complaint.

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 Public Hearing: Presentation of 2007-08 General Fund Budget

Clarence Brantley presented the 2007-08 general fund budget.

4.2.4 Revised Investment Guidelines

Trustee Scott MOVED and Trustee Ritter seconded approval of the amendment to Item No., 12, Authority to Invest, of the Investment Guidelines and Procedures.

AYES: Davis, Ritter, Scott, Abraham, Cunningham, Kuhn, Zimmerman

NAYS: None Motion Carried

4.3 College Facilities

4.3.1 College-Wide Deferred Maintenance Project Trench Drain Replacement Building A Auburn Hills Campus OCC Project No. PF-AH06-010

Trustee Ritter MOVED and Trustee Zimmerman seconded approval to grant authority to the College's Construction Manager, 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>
Trench Drain Replacement Building A Auburn Hills Campus OCC Project No. PF-AH06-010	\$105,600

AYES: Davis, Ritter, Scott, Abraham, Cunningham, Zimmerman

NAYS: None Motion Carried

4.3.2 Progress Report – Construction Projects

The Board of Trustees reviewed the Progress Report – Construction Projects

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.6 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 voted on separately.

Trustee Zimmerman MOVED and Trustee Cunningham seconded approval of Items 4.4.1 – 4.4.6 on the Consent Agenda – Contracts and Purchases.

AYES: Davis, Ritter, Scott, Abraham, Cunningham, Kuhn, Zimmerman

NAYS: None Motion Carried

4.4.1 Three Dimensional Scanner

Auburn Hills Campus

The Board of Trustees approved the purchase of the three dimensional scanner from Engineering & Manufacturing Services, Inc. at a cost not to exceed \$48,219.

4.4.2 Regulated Waste Management Services College-Wide

The Board of Trustees approved a one year agreement with US Industrial Technologies, to provide regulated waste management services at an annual cost not to exceed \$35,000, effective July 1, 2007.

4.4.3 Wiring Installation Services College-Wide

The Board of Trustees approved a contract extension with Professional Communications Inc., to provide wiring installation services at a cost not to exceed \$100,000 for the 2007-2008 fiscal year.

4.4.4 Flashover Fire Container System-CREST College-Wide

The Board of Trustees approved the purchase of a Swede Survival System Unit Phase II from Draeger Safety Systems, Inc., at a cost not to exceed \$55,843.

4.4.5 Contract with Pro Tech Professional Technical Services, Inc. Workforce Development Services – Contracted Services

The Board of Trustees approved a contract with ProTech Professional Technical Services, Inc. for training services at a cost not to exceed \$1900/day for Programming Languages and \$2020/day for UNIX/LINUX services delivered through June 30, 2007.

4.4.6 Contract with Westberg Consulting Workforce Development Services – Contracted Services

The Board of Trustees approved a contract with Westberg Consulting for training and facilitation services at a cost not to exceed \$900/day for services delivered through June 30, 2007.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. OLD BUSINESS

Chairperson Davis appointed Trustees Ritter and Zimmerman to participate on the Chancellor's Search Committee. Trustee Ritter will serve as Chair.

Trustee Ritter acknowledged Mr. Brantley's report to the Board on American Express credit cards.

Trustee Zimmerman suggested that George Potter be given guidelines when updating the Board policies.

6. NEW BUSINESS

Trustee Cunningham MOVED that those Trustees who possess College issued American Express credit cards turn them into the Chancellor's office by May 1, 2007. The credit cards will be held by the College until a new policy covering credit card usage is implemented. The College will cover allowable expenses during the time the credit cards are being held. Trustee Abraham seconded the motion.

AYES: Abraham, Cunningham, Kuhn, Zimmerman

NAYS: None Motion Carried

Trustees Davis, Ritter, and Scott did not vote.

6.1 2007-2008 Schedule of Regular Meetings and Conference Schedule

Trustee Cunningham MOVED and Trustee Ritter seconded approval of the 2007-2008 Schedule of Regular Board meetings and Conference dates, approved the attendance of Board members at the conferences noted and authorized related travel expenses.

AYES: Davis, Ritter, Scott, Abraham, Cunningham, Kuhn, Zimmerman

NAYS: None Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Scott will attend the MCCA Board of Directors meeting April 27, 28, 2007 but will abstain from voting on the MCCA Budget until the Board has sufficient time to review it.

Trustee Cunningham expressed concern regarding the White Lake Corridor Improvement Authority request. Interim Chancellor Brantley explained that the College has not approved the request and has requested additional information.

Trustee Abraham MOVED that all future Improvement Authority and DDA (tax sharing entities) requests come before the Board prior to being acted upon by the College.

AYES: Davis, Ritter, Scott, Abraham, Cunningham, Kuhn, Zimmerman

NAYS: None Motion Carried

Trustee Davis made the following comments:

- Please instruct the Accounting Department that under no circumstances is a Trustee's checking account number be made available to any other Trustee or community member and that if such a request is made, the account number be cut off the check prior to submitting it for review.
- Dr. Tom Sullivan will serve as liaison between the Foundation Board and the Board of Trustees.
- Trustee Cunningham will serve as the parliamentarian for the Board of Trustees.
- Beginning in June, one work session per month will be scheduled.
- Board members can contact any Board Officer to add items to Board meeting agendas.
- Trustees Scott and Davis attended the Salute to Justice on April 18, 2007.

7.2 Labor Organizations and Associations

None

8. ADJOURNMENT

The meeting was adjourned at 10:20 p.m. by Chairperson Davis.

Respectfully submitted,

Patricia J. Funtik

Date

Pamala M. Davis, Chairperson

Anne V. Scott, Secretary