



OAKLAND  
COMMUNITY  
COLLEGE

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
September 17, 2007  
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 Zimmerman who welcomed all staff and guests.

1.2 Attendance

Present

Anna Zimmerman, Chairperson  
Dale Cunningham, Vice Chairperson  
Thomas Kuhn, Secretary  
Phillip Abraham, Trustee  
Pamala Davis, Trustee  
Sandra Ritter, Trustee  
Anne Scott, Trustee

1.3 Public Comments/Petitions

Mary Ston spoke on behalf of OCC faculty and expressed concern regarding the current search for Chancellor questioning the integrity of the search process in the context of shared governance and concern with the screening process being used by the search consultant.

Trustee Zimmerman asked that all questions from search committee members be directed to the chair of the search committee.

Trustee Ritter requested to add Chancellor's Search under Old Business.

1.4 Student Presentation

Orchard Ridge Campus student Diane Baumgartner presented a report on the supplemental instruction program offered in the Academic Support Centers.

1.5 Review of Minutes

1.5.1 Review of Minutes 8/13/2007 Special Board Meeting

The Board of Trustees reviewed the Minutes of the 8/13/2007 Special Board meeting.

#### 1.5.2 Review of Minutes 8/20/2007 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the 8/20/2007 Regular Board meeting.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Interim Chancellor Brantley made the following comments:

- The Orchard Ridge Campus held its annual *Coffee Croissants, and Conversation* event to welcome back faculty and staff.
- On Wednesday, September 5, 2007, WDIV-TV/Local 4 broadcast live all day from the Orchard Ridge Campus as part of a series on how to stay safe from identity theft.
- The Southfield Campus held a new student orientation on August 21, 2007.
- The Royal Oak Campus held a practicum for adjunct faculty on the Higher Learning Commission visit on August 30, 2007.
- The Royal Oak Campus held Spirit Week September 4 – 6, 2007.
- The Southfield Campus held Spirit Week September 11 – 14, 2007.
- First-year nursing students met at the Highland Lakes Campus on August 21, 2007.
- Second-year nursing students held their annual luncheon on September 17, 2007.
- The Highland Lakes Campus conducted its Staff Development Day and adjunct orientation on September 7, 2007.

### 2.2 Staff Reports

None

### 2.3 Introduction of New Staff

- President Dolly introduced Niko Dawson, Director of Workforce Development Services at Auburn Hills.
- President Shadko introduced Mary Ann Volckaert, Custodian at Orchard Ridge.

## 3. ACADEMIC AND STUDENT AFFAIRS

### 3.1 Academic Senate Reports

Academic Senate Chair Mary Ann McGee noted that campus senates met last week and that the college senate will meet this week. A report will be provided to the Board at the

October Board meeting.  
3.2 Student Reports

Auburn Hills Phi Theta Kappa President Victoria Marques reported on various student life activities. The documentary Cold Water will be shown at the Auburn Hills Campus on Thursday, September 27, 2007.

Constitution Day will be observed at all campuses during the week of October 17.

3.3 Academic Initiatives

None

#### 4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED to support the personnel recommendations and Trustee Cunningham seconded.

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

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations: the temporary appointment of administrative – non-exempt staff M. Cathey Maze (DO), Interim Vice Chancellor of Academic and Student Services; the full-time appointment of classified staff Carrie Fenton (DO), Accounting Specialist and Shan Wang (DO), Accounting Specialist; the part-time appointment of classified staff Daniel Jazowski (OR), Chemistry Paraprofessional and Acqueta Colvard-Parrish (OR), Business Admin/CIS/English Secretary; the transfer of classified – full-time staff Linda Reinhardt (AH), Accounting Specialist from Accounting Specialist (DO); the status change and transfer of classified – full-time staff Tammy Roy (AH), Placement Services Assistant from Federal/State Program Assistant (AH); the retirement of Allen Bidol (OR), Life Sciences teaching faculty; the death of Elizabeth Kendall (DO), Director, Budget and Financial Planning; and the death of Wanda Beard (OR), Learning Resources Technician.

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.

#### 4.3 College Facilities

##### 4.3.1 College-Wide Deferred Maintenance Project Improvements & Upgrades Central Plant Cooling Tower Building E Orchard Ridge Campus OCC Project No. PF-OR07-011

Trustee Abraham MOVED and Trustee Cunningham 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:

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

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 – 4.4.18 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.

Items 4.4.3, 4.4.7, and 4.4.10 were removed from the consent agenda for the purposes of discussion.

Trustee Kuhn MOVED and Trustee Ritter seconded approval of Items 4.4.1, 4.4.2, 4.4.4, 4.4.5, 4.4.6, 4.4.8, 4.4.9, 4.4.11, 4.4.12, 4.4.13, 4.4.14, 4.4.15, 4.4.16, 4.4.17, and 4.4.18 on the Consent Agenda – Contract and Purchases.

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

NAYS: None Motion Carried

Items 4.4.3, 4.4.7, and 4.4.10 were discussed.

Trustee Abraham MOVED and Trustee Scott seconded approval of Items 4.4.3, 4.4.7, and 4.4.10 on the Consent Agenda – Contract and Purchases.

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

NAYS: None Motion Carried

4.4.1 Network Analyzer  
Computer Information Systems Program  
Auburn Hills Campus

The Board of Trustees approved the purchase of the Fluke Networks OptiView Series III Integrated Network Analyzer from CDW Government, Inc., at a cost not to exceed \$28,743.

4.4.2 Moving Services  
Highland Lakes Campus

The Board of Trustees approved an agreement with Corrigan Moving Systems to provide moving services at a cost not to exceed \$36,225.

4.4.3 Woodland Hall Furnishings  
Highland Lakes Campus

The Board of Trustees approved the purchase of furniture from NBS for the HL Woodland Hall addition at a cost not to exceed \$78,621.

4.4.4 Elevator Maintenance  
Campus-Wide

The Board of Trustees approved the purchase of elevator maintenance services with KONE Inc., at a cost not to exceed \$84,531 through September 2008.

4.4.5 Sun Fire Server  
Campus-Wide

The Board of Trustees approved the purchase of a Sun Microsystems "Sun Fire E2900" server with SYNC Technologies, at a cost not to exceed \$294,836.

4.4.6 Bulk Road Salt  
Buildings and Grounds  
College-Wide

The Board of Trustees approved the purchase of bulk road salt from Morton Salt, at a cost not to exceed \$39,364 for the 2007-2008 fiscal year.

4.4.7 Closed Circuit Television (CCTV) System  
College-Wide

The Board of Trustees approved a contract with Security Corporation for the purchase and installation of a CCTV system, at a cost not to exceed \$316,452.

4.4.8 Hewlett Packard Printer Equipment  
College-Wide

The Board of Trustees approved a contract with Sehi Computer Products to provide HP printer equipment and repair service, at a cost not to exceed \$60,000 for the 2007-2008 fiscal year.

4.4.9 Janitorial Products  
College-Wide

The Board of Trustees approved a contract with Industrial Cleaning Supply, for the provision of janitorial chemical supplies, hard, goods, paper, and plastic products, at a cost not to exceed \$250,000 for the 2007-2008 fiscal year.

4.4.10 Voice Over IP (VoIP)  
College-Wide

The Board of Trustees approved a contract with Delta Network Services for the purchase and installation of a phone system at a cost not to exceed \$1,554,237.

4.4.11 Contract with Human Performance Technologies, Inc.  
Workforce Development Services – Contracted Services

The Board of Trustees approved a contract with Human Performance Technologies, Inc. for training and facilitation services at a cost not to exceed \$800/day for services delivered through June 30, 2008.

4.4.12 Contract with Innovative Resources  
Workforce Development Services – Contracted Services

The Board of Trustees approved a contract with Innovative Resources, for training and facilitation services at a cost not to exceed \$800/day for services delivered through June 30, 2008.

4.4.13 Contract with Integral Consulting, Incorporated  
Workforce Development Services – Contracted Services

The Board of Trustees approved a contract with Integral Consulting, Incorporated, for training and facilitation services at a cost not to exceed \$825/day for services delivered through June 30, 2008.

4.4.14 Contract with Optimization Consulting  
Workforce Development Services – EDJT Grant

The Board of Trustees approved a contract with Optimization Consulting for training and facilitation services at a cost not to exceed \$87,000 for services delivered through December 31, 2007.

4.4.15 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, 2008.

4.4.16 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 \$3850/day for CLARiiON Host Integration and Snapview services delivered through June 30, 2008.

4.4.17 Contract with Technigraphics, Inc Corporation

Workforce Development Services – Contracted Services

The Board of Trustees approved the renewal of a contract with TechniGraphics, Inc. for CATIA V% and other CAD-related training, at a cost not to exceed \$1350/day for services delivered through June 30, 2008.

4.4.18 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, 2008.

**END OF CONSENT AGENDA – CONTRACTS AND PURCHASES**

**5. OLD BUSINESS**

5.1 Update on Revisions to Current Board Policies

Trustee Abraham MOVED to notice the proposed Board policy changes to the following Board policies and/or procedures: 1.2.1 Policy – Officers, 1.4.1 Policy – Meetings, 1.5.2 Policy – Order of Business, 1.5.3 Procedure – Public Participation in Meetings, 1.5.5 Policy – Procedures, 1.6.1 Policy – Guidelines for Conduct, 1.6.4 Policy – Compensation, 1.6.5 Policy – Travel Expenses.

Trustees will have one month to review and add to the proposed changes.

Trustee Ritter MOVED to table the item to allow sufficient time to review the proposed

changes and Trustee Scott seconded.

Vote to table:

AYES: Davis, Ritter, Scott

NAYS: Zimmerman, Cunningham, Kuhn, Abraham Motion Defeated

Vote on original motion:

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

NAYS: Ritter Motion Carried

## 5.2 Discuss MCCA Delegate and Alternate Delegate

Trustees did not appoint delegates to the MCCA in July of 2007. It was assumed that the delegates appointed in June 2006 would serve a two-year term as they had in the past.

Trustee Davis MOVED that Anne Scott be appointed delegate to MCCA for a one year term ending July 15, 2008 and Trustee Ritter seconded.

AYES: Zimmerman, Davis, Ritter, Scott

NAYS: Cunningham, Kuhn, Abraham Motion Carried

Trustee Kuhn MOVED that the MCCA delegate serve a one-year term ending on July 15 of each year. Trustee Scott seconded. Trustee Kuhn accepted Trustee Abraham's friendly amendment to change the end date to July 14 of each year.

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

NAYS: None Motion Carried

Trustee Kuhn MOVED that Phil Abraham be appointed alternate delegate to MCCA for a one-year term ending July 14, 2008. Trustee Cunningham seconded.

AYES: Zimmerman, Cunningham, Kuhn, Abraham

NAYS: Davis, Ritter, Scott Motion Carried

Trustee Ritter updated the group on the Chancellor's search process noting that approximately 40 applications have been submitted. The following timeline for the Chancellor's search process was reviewed:

October 1 – 3, 2007 Search Committee meets to discuss the review process



October 8 – 13, 2007	Search Committee reviews and evaluates applications
October 22, 2007	Trustees receive evaluations
October 31, 2007	Trustees select the finalists
November 1 – 16, 2007	Trustees complete interviews and evaluations
November 19, 2007	Search is complete and new Chancellor named

The topic of site visits was discussed.

Trustee Kuhn MOVED that Mr. Myers provide up to 10 candidate names to the subcommittee.

The motion died for lack of support.

Trustee Zimmerman requested a meeting be arranged for her to meet with Trustee Ritter and Mr. Myers.

## 6. NEW BUSINESS

### 6.1 Credit Card Policy

Trustee Scott proposed that college authorized credit cards be used for college business only. Trustee Kuhn will draft a credit card policy. Trustee Cunningham will provide Trustee Kuhn examples of credit card policies.

### 6.2 Asset Management Committee

Mr. Kuhn will provide information to the Board prior to next meeting.

### 6.3 Travel Expense Reports

Trustee Zimmerman noted that all Trustees should follow the travel expense guidelines.

Trustee Abraham MOVED that a committee of three (3) trustee members be established to work with the college's attorneys and Human Resources to formulate a contract proposal for the new Chancellor.

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

NAYS: None

Motion Carried

## 7. COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

The audit subcommittee will be re-established immediately. Trustee Scott will serve as chair for a one-year term, Trustee Davis will serve a two-year term, and Trustee Abraham will serve a three-year term.

Trustee Scott will provide a report at the October Board meeting.

7.2 Labor Organizations and Associations

OCCFA President Mary Ston requested that the applications of all qualified candidates for Chancellor be made available to the Chancellor's Search Committee.

**8. ADJOURNMENT**

Trustee Zimmerman adjourned the meeting at 9:30 p.m.

Respectfully submitted,

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Patricia J. Funtik

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Date

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Anna M. Zimmerman, Chairperson

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Thomas E. Kuhn, Secretary