



OAKLAND  
COMMUNITY  
COLLEGE

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
February 18, 2008  
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 by Chairperson Zimmerman at 7:00 p.m. who welcomed all guests and staff.

1.2 Attendance

Present

Anna Zimmerman, Chairperson  
Thomas Kuhn, Secretary  
Phillip Abraham, Trustee  
Sandra Ritter, Trustee  
Anne Scott, Trustee

Absent

Dale Cunningham, Vice Chairperson  
Pamala Davis, Trustee

1.3 Approval of Agenda

Trustee Scott requested a discussion of the investment consultants be added under New Business.

Trustee Ritter requested that item 5.2, discuss conflict of interest/disclosure statement for Trustees, be removed because the Trustees did not receive a report in a timely manner.

Trustee Scott requested that item 6.1, Consulting Resource Associates' CREST Business Plan Report be postponed until the March 17, 2008 Board meeting. She asked that the report include recommendations from the Chancellor.

Trustee Kuhn MOVED and Trustee Abraham seconded approval of the agenda as amended.

AYES: Zimmerman, Kuhn, Abraham, Ritter, Scott

NAYS: None Motion Carried

1.4 Public Comments/Petitions

None

1.5 Student Presentation

None

1.6 Review of Minutes

1.6.1 Review of Minutes 1/22/2008 Special Board Meeting

The Minutes of the January 22, 2008 Special Board meeting will be revised to include statements from the Board of Trustees. The Minutes will note that Trustee Ritter left the meeting after item 2.2. Trustee Zimmerman will ask Trustees Cunningham and Davis to submit their notes to Recording Secretary Patricia Funtik no later than Monday, February 25, 2008.

1.6.2 Review of Minutes 1/28/2008 Special Board Meeting

The Board of Trustees reviewed the Minutes of the 1/28/2008 Special Board meeting.

1.6.3 Review of Minutes 1/28/2008 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the 1/28/2008 Regular Board meeting.

## 2. CHANCELLOR'S REPORT

2.1. Chancellor's Comments

- Chancellor Meyer noted that he attended the National Legislative Summit along with Trustees Zimmerman and Scott and Chief Strategic Planning Officer Cheryl Kozell. During their visit to Washington DC, they met with Senators Stabenow and Levin. Chancellor Meyer noted that Trustee Scott has an excellent rapport with the legislators and that the meetings were very productive.
- Chancellor Meyer noted also that Vice Chancellor Cathey Maze, Campus Presidents, and faculty member, Debra Rowe submitted a proposal, with eight other Michigan colleges, for a \$6.8 million alternative energy grant as requested by the Governor's Office.

- Highland Lakes Campus President Gordon May will present a State of the College/Highland Lakes Campus report at the Waterford Township Annual Breakfast meeting on Wednesday, March 12, 2008.
- The Culinary Studies Institute at Orchard Ridge recently went through a three-day accreditation visit from the American Culinary Federation. The visit went well, although we will have to wait until July for the commission's official decision on the department's request for a ten-year reaccreditation.
- A Royal Oak Student Photo Exhibit is on display in the campus atrium until February 22, 2007. Admission is free.
- Trustee Ritter commented that it was her understanding that the Higher Education Act had been passed. Chancellor Meyer referred her to Cheryl Kozell when she inquired as to the scope of impacts the Act has on OCC.

## 2.2. Staff Reports

Chief Human Resources Officer, Cathy Rush, and Dean of Enrollment Services, Carla Mathews, presented a brief overview of the Family Educational Rights and Privacy Act of 1974 (FERPA) noting that information about FERPA is available on OCC's website and in the student handbook. Trustee Ritter expressed concern about risks to College employees. She asked if the College discussed individuals with faculty and asked if problematic students were reported to them ahead of time. Dean Mathews noted that it has not been the practice of the College to report background information on students to faculty. Faculty should report disruptive students to Public Safety. They should report non-threatening students to his/her respective department chair. Trustee Scott mentioned the security management seminar she recently attended at Schoolcraft College and noted that criminal records are private and sexual offenders are protected under the privacy act. Attorney John Martin suggested that Public Safety pass information along to faculty if there is a clear reason to do so. Chairperson Zimmerman took the opportunity to state how important it is for Trustees to contact the Chancellor's Office whenever they receive inquiries from students or individuals that are privacy related. Trustee Abraham asked if temporary employees are provided FERPA training. Chief Human Resources Officer Cathy Rush noted that long-term temporary employees can receive FERPA training. In response to Trustee Abraham's question about when the Chancellor's Office should be notified, Chancellor Meyer suggested the College develop guidelines so that Trustees know when to notify the Chancellor's Office.

## 2.3 Introduction of New Staff

Interim Executive Director of Student Services Lloyd Crews introduced new employee Jessica Newman, Student Development Coordinator at Auburn Hills.

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

#### **3.1 Academic Senate Reports**

College Academic Senate Chair Mary Ann McGee noted that the College Senate met last week and is establishing an academic standards review committee, establishing grading standards and a grading policy. New courses and programs include degrees in global studies and molecular biotechnology, and new classes in homeland security. The senate has established a new academic standards review committee, as well as an ad hoc committee to review the curriculum approval process. Twenty-three OCC degree programs will be reviewed next year.

#### **3.2 Student Reports**

Highland Lakes nursing student Sarah Fitzpatrick reported on a variety of recent events, including the Performance Studies Festival at Orchard Ridge last weekend, and a nursing job fair at Highland Lakes on January 27, 2008. Ms. Fitzpatrick noted that the Nursing Program's Pinning Ceremony is scheduled for May 4, 2008. Trustee Ritter thanked Ms. Fitzpatrick for her comprehensive reports.

#### **3.3 Academic Initiatives**

Vice Chancellor Cathey Maze noted that tonight's meeting is the last regular Board meeting prior to the Higher Learning Commission visit. The visiting team will arrive on Sunday, March 16 and will spend March 17 – 19 visiting the College. The evaluation team has requested a special dinner with the Board on Sunday, March 16. Vice Chancellor Maze noted that it is very important that all Trustees attend the dinner. Trustees are also invited to attend an exit interview at 10:00 a.m. on Wednesday, March 19 where the team will give their preliminary recommendations on how OCC performed on each of the five criteria. They will also inform the College if a follow-up visit will be necessary.

### **4. COLLEGE RESOURCES**

Retiree Stella Malkowski was presented with a gift and certificate by Chairperson Anna Zimmerman on behalf of the Board.

#### **4.1 Personnel Recommendations**

Trustee Scott MOVED to approve the personnel recommendations and Trustee Abraham seconded.

AYES: Zimmerman, Kuhn, Abraham, Ritter, Scott



OCC Project No. PF-AH07-007

The Board of Trustees moved 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>
All Exterior Brick Sealant/Tuckpoints Buildings A, B, C, E, H, J, K, P Auburn Hills Campus OCC Project PF-AH07-007	\$405,500

- 4.3.2 College-Wide Deferred Maintenance Project  
Ceiling & Lighting Replacement  
Levinson Hall  
Highland Lakes Campus  
OCC Project No. PF-HL08-004

The Board of Trustees moved 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>
Ceiling and Lighting Replacement Levinson Hall Highland Lakes Campus OCC Project No. PF-HL08-004	\$697,700

- 4.3.3 College-Wide Deferred Maintenance Project  
Roof Replacement  
Student Center/Area G  
Highland Lakes Campus  
OCC Project No. PF-HL04-021

The Board of Trustees moved 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>
Roof Replacement Student Center/Area G Highland Lakes Campus OCC Project No. PF-HL04-021	\$33,200

**END OF CONSENT AGENDA – MAINTENANCE PROJECTS**

- 4.3.4 Progress Report – Construction Projects

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

#### 4.4 Contracts and Purchases

##### 4.4.1 Contract with M & M Consulting Workforce Development Services – EDJT Grant

Trustee Abraham MOVED to approve Action Item 4.4.1, Contract with M & M Consulting. Trustee Scott seconded the motion.

AYES: Zimmerman, Kuhn, Abraham, Ritter, Scott

NAYS: None Motion Carried

The Board of Trustees authorized the use of M & M Consulting at a cost not to exceed \$60,000 for training delivered through June 30, 2008.

## 5. UNFINISHED BUSINESS

### 5.1. Credit Card Policy/T. Kuhn

Trustee Kuhn

Trustee Kuhn noted that the Trustees have not yet received a copy of the modified credit card policy.

The proposed credit card policy was discussed. Trustee Ritter asked if goods and services have been defined under item 2 of the proposed credit card policy. Mr. Kuhn noted that the administration is being asked to come up with specifics and develop a proposed practice. He noted that employee guidelines should be set up by administration and the Board of Trustees should set up their own guidelines for credit card use.

Trustee Ritter noted that items 3, 4, and 6 seem redundant stating that the Board has never asked the Chancellor's Office to regulate Board activities in the past. Board members need to govern themselves. Trustee Kuhn asked that item 4 and item 6 be removed from the proposed policy.

Trustee Ritter asked about item 10 and the disciplinary measures and what are appropriate disciplinary measures. Trustee Scott suggested that if a Board member misuses his/her college authorized credit card, he/she should lose credit card privileges.

The credit card policy will be updated and the item added to the next Board meeting agenda under unfinished business.

5.2. Discuss Conflict of Interest/Disclosure Statement for Trustees/S. Ritter

This item was removed from the agenda by Trustee Ritter.

5.3. RFP for Auditor/P. Abraham

Vice Chancellor Brantley noted that there is one year remaining on the contract with the College's current auditor. The agreed upon fees go through June 2008. However, the contract can be terminated with a 45 day written notice.

5.4. Audit Review Committee Appointments for Community Members/A. Scott

Trustee Scott reported that the Audit committee has not met. Three previous volunteers are still interested in serving on the committee. Chairperson Zimmerman requested that the Trustees on the Audit subcommittee submit recommendations to the Board for approval at the March 17, 2008 Regular Board meeting.

5.5. Lawsuit Notification Procedure/T. Kuhn

Trustee Kuhn noted that he distributed the lawsuit notification procedure document at the January Board meeting stating that the Board needs to be notified of lawsuits, the progress of lawsuits and the settlement of lawsuits.

Trustee Kuhn MOVED the lawsuit notification procedure and Trustee Abraham seconded the motion for purposes of discussion.

No vote was taken.

Trustee Ritter asked why this procedure is being brought forward and asked who the agent should be (1. The agent for service of process for the College, as filed with the State of Michigan, shall be \_\_\_\_\_ ("Agent").) Trustee Kuhn stated that the Agent would ensure that the Board receives information in a timely manner.

Trustee Kuhn withdrew his motion and Trustee Abraham withdrew his support.

This item will be returned to the March 17, 2008 Regular Board meeting agenda.

## 6. NEW BUSINESS

6.1. Selection of Lobbyist



Chairperson Zimmerman stated that the Board interviewed lobbyists in January.

Trustee Scott MOVED that the Board hire Scofes and Associates Consulting Inc. and Ritter seconded the motion.

AYES: Zimmerman, Kuhn, Abraham, Ritter, Scott

NAYS: None Motion Carried

6.2. Consulting Resource Associates' CREST Business Plan Report/D. Cunningham and P. Davis

Discussion postponed until the March 17, 2008 Regular Board meeting.

6.3. Investment Consultants

Trustee Scott stated that she was comfortable with the two interviews conducted today and Trustee Ritter noted that it is important that the people meet the criteria.

Trustee Abraham MOVED that the Board of Trustees hire Heber Fuger Wendin Investment Consultants for the amount of \$5,000. Trustee Kuhn seconded the motion.

Trustee Ritter stated that she feels the Board does not need to hire an investment consultant. Trustee Abraham felt that both presentations identified the scope of the project but that the presentation from Mr. Jeffery of Heber Fuger Wendin was better.

AYES: Kuhn, Abraham

NAYS: Zimmerman, Ritter, Scott Motion Defeated

## 7. COMMUNITY COMMENTS

7.1. Board Member Reports and Comments

Trustee Ritter requested that the Board be notified of all FOIA requests and stated that the Michigan Community College Act requires the College to submit monthly crime reports to the State police. The Board of Trustees has received these reports in the past but has not received them in some time.

Trustee Scott distributed calendars she received, and also issued an invitation to attend a fundraiser on March 27, 2008. She also asked the College to submit a name for the ACCT Awards Program and she said she misses reading her weekly memos from the Chancellor.

Chairperson Zimmerman asked Trustees to bring questions they have regarding the Chancellor's contract and noted that question from the Board need to come to the Chancellor's Office.

7.2. Labor Organizations and Associations

No report

Trustee Kuhn MOVED to adjourn into closed session for an update on labor negotiations. Trustee Abraham seconded the motion.

A roll call vote was taken.

AYES: Zimmerman, Kuhn, Abraham, Ritter, Scott

NAYS: None Motion Carried

The Board of Trustees entered into closed session at 8:55 p.m.

The Board of Trustees adjourned the closed session and entered into open session at 9:05 p.m.

The Board of Trustees approved the agreement for a new Oakland Community College Maintenance collective bargaining agreement covering the period of July 1, 2007 through June 30, 2010.

The Board of Trustees noted that an item to act on a salary increase for 2007-2008 for the Interim Chancellor/Vice Chancellor for Administrative Services will be placed on the agenda for the March 17, 2008 Regular Board meeting. Its omission from this agenda was inadvertent.

**8. ADJOURNMENT**

The meeting was adjourned at 9:10 p.m. by Chairperson Zimmerman.

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