



OAKLAND
COMMUNITY
COLLEGE

BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
April 21, 2008
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304

CORRECTED

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 guests and staff.

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 Approval of Agenda

Chairperson Zimmerman requested that a discussion of Board Committee Policy be added as agenda item 6.5 under New Business.

Trustee Abraham MOVED approval of the agenda including the addition of item 6.5. Trustee Cunningham seconded the motion.

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

NAYS: Ritter

Motion Carried

1.4 Public Comments/Petitions

Bob Zemke, president of OCC's Association of Retired Personnel provided an overview of the organization and thanked the trustees and the human resources department for their support.

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 1/22/2008 Board of Trustees were reviewed. Additional information to incorporate into these minutes will be provided by Trustee Ritter.

Trustee Kuhn MOVED to postpone approval of the proposed minutes to allow time for the information provided by Trustee Ritter to be added to the minutes. Trustee Abraham seconded.

A roll call vote was taken:

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

NAYS: None Motion Carried

1.6.2 Review of Minutes 3/17/2008 Regular Board Meeting

The minutes will be corrected to show Trustee Ritter's vote in favor of agenda item 6.2, Auditor RFP.

Trustee Ritter confirmed her vote on agenda item 6.3, Report on Investments.

Trustee Kuhn MOVED approval of the minutes as amended. No second was given.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Tim Meyer made the following comments and observations:

- The OCC Nursing Program's annual Pinning/Graduation ceremonies will occur on May 4, 2008 at the Millennium Center in Southfield.
- The Highland Lakes Campus will hold its Honors Convocation on May 28, 2008.
- The Royal Oak/Southfield Chapter of Phi Theta Kappa collected 21 pints of blood in its March 31, 2008 blood drive.

- The RO/SF Student Life and Diversity Committee sponsored several events during the first part of April, including:
 - April 3 - a discussion with Michael Weiss, Holocaust survivor.
 - April 11 – panel discussion on “The Real 8 Mile, Bridging the Racial Divide.
 - April 15 – Student Appreciation Day was held at the Southfield Campus.
 - April 17 – Student Appreciation Day was held at the Royal Oak Campus.

- Revised personnel recommendations were distributed.

2.2 Staff Reports

None

2.3 Introduction of New Staff

None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

No report

3.2 Student Reports

Orchard Ridge Phi Theta Kappa Vice-President Vani Gudeti provided an overview of student life events:

- The Chancellor’s Art Show was on display at the Auburn Hills Campus April 3 – 16, 2008.
- A poetry workshop was held at the Orchard Ridge Campus on April 10, 2008.
- One hundred students participated in a student mentor club dance on April 11, 2008.
- The second cohort of students recently completed the Chancellor’s Leadership Academy.
- Representatives from HAVEN made a presentation on domestic violence on April 15, 2008 at the Highland Lakes Campus.

3.3 Academic Initiatives

Highland Lakes Campus President Gordon May and Dean Nadia Boulos discussed a new partnership with the Detroit Medical Centers (DMC). The partnership provides an accelerated program to train nurses over a 16 month period, in contrast to the standard training period of 20 months. DMC will provide \$300,000 to fund full-time faculty positions, two clinical faculty and all clinical facilities. Dr. May credited Dr. Boulos for successfully conducting the negotiations.

Bea Catherino, Auburn Hills English Faculty and Diane Fisher, Orchard Ridge manager

of campus academic services were each presented a gift and a certificate as soon-to-be retirees.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

The revised recommendations include the two sabbatical requests and several additions to the separations page.

Trustee Scott MOVED approval of the revised personnel recommendations and Vice Chairperson Cunningham seconded.

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

NAYS: None Motion Carried

The Board of Trustees approved the following personnel recommendations:

The recommendation for sabbatical leave at full pay for the 2008-2009 academic year (August 28, 2008 – July 1, 2009) for faculty member Vicki Kloosterhouse, Health Professions and Technologies Department and for faculty member Julie Seiter, Life Sciences Department; the recommendation for continuing contract for faculty member Lisa Nemitz, Library and ASC non-teaching faculty (OR); the appointment of faculty member Christina Genei, Nursing teaching faculty (HL); the temporary appointment of faculty member Kristina Fitzgerald, Accounting teaching faculty (OR); the reclassification/transfer of full-time management staff Velma Jones from Coordinator, Performing Arts (DO) to Student Services Coordinator (HL); the appointment of classified – full-time staff Kelly Yingling, Math Department Secretary (AH) and Tameka McClellan, Public Safety Administrative Specialist (DO/PC); the transfer of classified – full-time staff David McRoberts from Student Services Specialist (SF) to Student Services Specialist (AH) and Susan Fine from Secretary (AH) to English/Humanities Secretary (AH); the status change/transfer of classified – full-time staff Suzanne Rice from Business Office Specialist (RO) to Bookstore Assistant (RO); the classified – part-time appointment of Krystal Ford, Placement and Cooperative Education Secretary (AH); the retirement of Jerry Boldt, Custodian (AH), the retirement of Carolyn Carty, English teaching faculty (OR), the retirement of Beatrice Catherino, English teaching faculty (AH), the retirement of Diane Fisher, Manager, Campus Academic Services (OR), the death of James Kluesner, Operations and Maintenance Group Leader (OR), the resignation of Sheryl Orolim, Child Care Assistant (AH), and the retirement of Susan Stumbo, Nursing teaching faculty (HL).

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 the 2008-09 General Fund Budget

Vice Chancellor Clarence Brantley presented the 2008-2009 General Fund Budget and thanked Controller Gail Pitts, Budget Analyst Jessica Baughman and the Campus Business Managers.

Trustees requested the following information be sent to them:

1. Board of Trustee expenses for 2007-2008.
2. Board of Trustee legal expenses for 2007-2008.
3. 2008-2009 General Fund Budget on CD no later than the June Board meeting.
4. An electronic copy of the budget presentation.
5. A report on scholarships.
6. A report on investments.

4.2.4 Resolution to Approve a TIFA for the City of Pleasant Ridge

Trustee Scott MOVED that the Board of Trustees approve the adoption of the resolution in support of the continued tax capture as outlined the Development Plan and Tax Increment Financing Plan from the City of Pleasant Ridge and authorized the Board Secretary, Thomas E. Kuhn, to execute the appropriate Board Resolution.

Trustee Abraham indicated that he would vote no.

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

NAYS: Abraham

Motion Carried

CONSENT AGENDA – MAINTENANCE PROJECTS

4.3 College Facilities

Items 4.3.1 – 4.3.3 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 Scott MOVED to approved items 4.3.1 – 4.3.3 on the consent agenda – maintenance projects. Trustee Cunningham seconded.

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

NAYS: None

Motion Carried

- 4.3.1 Permanent Easement Assignment
Dedicated Easement to Detroit Edison for the
Grounds Building, East of Mott Road
Auburn Hills Campus

The Board of Trustees approved the assignment of the property easements for the electrical connection to the Grounds Building on the Auburn Hills Campus and authorized the administration to execute and deliver documents and agreements as necessary.

- 4.3.2 College-Wide Deferred Maintenance Project
Asphalt Paving Replacement-Building E
(Shipping & Receiving)
and North Service Road, Oakland Drive
Orchard Ridge Campus
OCC Project No. PF-OR06-009

The Board of Trustees granted 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>
Asphalt Paving Replacement – Building E (Shipping & Receiving) and north service road and Oakland Drive Orchard Ridge Campus OCC Project No. PF-OR06-009	\$486,200

- 4.3.3 College-Wide Deferred Maintenance Project
Concrete Sidewalk Replacement – Campus Wide
Southfield Campus
OCC Project No. PF-SF08-004

The Board of Trustees granted 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>
Concrete Sidewalk Replacement – Campus-Wide Southfield Campus OCC Project No. PF-SF08-004	\$267,500

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

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.8 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 Scott asked to discuss action item 4.4.7 separately.

Trustee Cunningham MOVED to approve items 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.8 on the consent agenda – contracts and purchases. Trustee Scott seconded.

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

NAYS: None

Motion Carried

Item 4.4.7, Resolution for Pizza Hut, Inc. was discussed.

Pizza Hut is willing to sign a five year licensing agreement with Oakland Community College. The terms provide food service at the Auburn Hills Campus. The terms include a fee of \$5,000 plus a marketing fee of \$1,000/year plus ten percent of gross sales.

Trustee Ritter stated she supports this idea.

Chairperson Zimmerman asked the Chancellor to present more detailed information on this proposal to the Trustees before they act on it. The following information should be included: the benefit to students, the cost to students, input from the Culinary Institute and determine if the licensing agreement is in conflict with OCC's contract with Continental Food Services.

Trustee Kuhn MOVED to table the resolution pending the Chancellor's report. Trustee Scott seconded.

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

NAYS: Ritter

Motion Carried

4.4.1 Bullet Trap for Police Firing Range Auburn Hills Campus

The Board of Trustees approved the purchase and installation of a bullet trap from

Meggitt Defense Systems Caswell, at a cost not to exceed \$83,450.

4.4.2 Metallographic Equipment
Auburn Hills Campus

The Board of Trustees approved the purchase of Metallographic equipment from Leco Corporation at a cost not to exceed \$40,160.

4.4.3 Data and Voice Services
College-Wide

The Board of Trustees authorized the use of AT&T for voice and data services at a cost not to exceed \$610,000 annually for a period not to exceed 36 months.

4.4.4 Internet Access
College-Wide

The Board of Trustees approved a six month extension with Merit Networks, at a cost not to exceed an additional \$17,635 through November 30, 2008.

4.4.5 Regulated Waste Management Services
Environmental Health & Safety
College-Wide

The Board of Trustees authorized the use of US Industrial Technologies, to provide regulated waste management services at an annual cost not to exceed \$35,000 for the 2008-2009 fiscal year.

4.4.6 Educational Resources Inc. Testing Program
Department of Nursing
Highland Lakes & Southfield Campuses

The Board of Trustees approved the estimated increased expenditure with Educational Resources, Inc., not to exceed \$55 per nursing student per semester (estimated currently at \$32,175).

4.4.7 Business and Finance
Resolution for Pizza Hut, Inc.
OCC Food Services

This item was tabled until more detailed information is provided by the Chancellor.

4.4.8 Contract with Franklin Covey
Workforce Development Services – Contracted Services

The Board of Trustees approved the use of Franklin Covey for training and

facilitation services at a cost not to exceed \$65,000 for training delivered through June 30, 2008.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Amendment to Board Policy

1.6.2 Conflict of Interest: Rules & Definitions

Trustee Ritter MOVED to approve the recommended amendment to Board Policy, 1.6.2 Conflict of Interest: Rules and Definition, as presented at the March 17, 2008, Board of Trustees meeting. Trustee Davis seconded.

Trustee Ritter asked to have the motion withdrawn because it is not enforceable. No action was taken.

AYES: Zimmerman, Cunningham, Kuhn, Abraham

NAYS: Davis, Ritter, Scott Motion Failed

5.2 Credit Card Policy

Trustee Kuhn MOVED the credit card procedure and Trustee Abraham seconded.

Vice Chairperson Cunningham proposed amendments to the credit card procedure. Trustee Kuhn seconded the amendment.

Trustee Scott MOVED to table the discussion on credit cards until the May 19, 2008 Board of Trustees' meeting. Trustee Ritter seconded.

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

NAYS: None Motion Carried

5.3 Lawsuit Notification Procedure /T. Kuhn

Trustee Kuhn MOVED to approve the revised version of the lawsuit and legal action notification procedure. Trustee Cunningham seconded.

Discussion:

Trustee Kuhn amended the first sentence as follows: The procedure detailed below will govern the notification and representation in all matters filed against Oakland Community College ("College") for all lawsuits filed in State or Federal Court.

Trustee Kuhn amended item 6 as follows: No complaint filed in State or Federal Court shall be settled or compromised without the approval of the Board of Trustees.

Trustee Ritter stated that she was opposed noting that some elements of this proposed procedure are outside the purview of the Board of Trustees. The Board of Trustees should have a say in whether or not OCC grants payment. However, Trustees should trust the administration to act appropriately.

AYES: Cunningham, Kuhn, Abraham

NAYS: Zimmerman, Davis, Ritter, Scott Motion Failed

5.4 Investments Review Discussion/T. Kuhn

The College has identified an investment firm and is in the process of contracting with them. A report on investments will be provided to the Board of Trustees within the next two months.

5.5 RFP for Auditors Update/T. Kuhn

Trustee Kuhn MOVED to approve Rehmann Robson to provide auditing services for the College. Trustee Abraham seconded.

AYES: Zimmerman, Cunningham, Kuhn, Abraham

NAYS: Davis, Ritter, Scott Motion Carried

Vice Chancellor Clarence Brantley stated that EDJT Grants are due to be audited and reports the state requires to be submitted by June 30, 2008. He expressed concern that a new auditing firm could not complete the audits in time.

Trustee Abraham MOVED that the administration consult with Rehmann Robson to determine if they can complete the EDJT Grant audits in time to meet the State's submission deadline of June 30, 2008. If Rehmann Robson cannot, then the current auditors, Plante Moran, should complete the EDJT Grant audits. Trustee Kuhn seconded.

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

NAYS: Ritter Motion Carried

6. NEW BUSINESS

6.1 Revision to Board Policy 1.5.2 Order of Business

Trustee Abraham MOVED that a declaration of conflict of interest be added to Board

Policy 1.5.2 Order of Business as Agenda Item 1.4. Trustee Kuhn seconded.

AYES: Zimmerman, Cunningham, Kuhn, Abraham

NAYS: Davis, Ritter, Scott Motion Failed

6.2 2008-2009 Schedule of Regular Board Meetings and Conferences

Trustee Kuhn MOVED that the Board of Trustees approve the 2008-2009 Schedule of Regular Board Meetings and Conference dates, approve the attendance of Board members at the conferences noted and authorized related travel expenses. Trustee Scott seconded.

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

NAYS: None Motion Carried

6.3 2008-2009 MCCA Budget Endorsement Motion

The MCCA dues schedule and budget were requested from MCCA but were not received. Trustee Scott stated that she will abstain from voting on the budget when it is presented at the April MCCA Board of Directors meeting. The MCCA budget will be presented to the OCC Board of Trustees at the May 19, 2008 Board meeting.

6.4 Board Retreat

Discussion took place.

Chairperson Zimmerman stated that the Board of Trustees is an area of concern with the Higher Learning Commission. Chairperson Zimmerman proposed that the Board participate in a governance retreat for the purpose of organizing themselves as directed by the Higher Learning Commission.

6.5 Board Committee Policy

Trustee Kuhn MOVED to postpone review of the proposed Committees Policy until the May 19, 2008 Board of Trustees meeting. Trustee Abraham seconded.

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

NAYS: Ritter Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

- Trustee Ritter requested a report on Freedom of Information Act requests (FOIA) and Chairperson Zimmerman stated that she will ensure the FOIA requests are provided to the trustees.
- Trustee Ritter asked when the administration plans to identify the timeline for linking strategic planning objectives to Board action items.
- Trustee Scott asked for a weekly report from the Chancellor. She noted that the auditing committee was in limbo due to a decision made by the Chancellor and the Board Chair.
- Trustee Scott would like to discuss the menu for Board dinners with the Board Chair.
- Trustee Zimmerman mentioned that she had concerns about the press release for the audit committee and therefore decided to delay publishing it. She said that she will send the press release information to the audit committee.
- Trustee Ritter asked to have the CREST Business Plan placed on the Board meeting agenda.
- Trustee Ritter asked to have an RFP for legal services placed on the Board meeting agenda.
- Trustee Abraham asked for the investment report he requested at the March 17, 2008 Board meeting. The Chancellor noted the report would be ready within a week.

7.2 Labor Organizations and Associations

President Kathleen Cham of AFSCME Local 2042 presented a statement on managing employee health costs, suggesting competitive bids for coverage and establishment of a community college consortium to purchase coverage similar to the collaborative purchase of liability insurance.

8. ADJOURNMENT

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

Respectfully submitted,

Patricia J. Funtik

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary