



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
June 16, 2008  
Oakland Community College  
2480 Opdyke Road  
Bloomfield Hills, MI 48304**

**CORRECTED**

**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 Approval of Agenda

Trustee Scott requested that a request to travel to China with AACC be added as item 6.5 under New Business.

Trustee Cunningham MOVED to approve agenda as amended and Trustee Scott seconded.

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

NAYS: None Motion Carried

1.4 Public Comments/Petitions

Numerous part-time hourly staff and others were present to comment on the College's decision to transfer approximately 300 part-time hourly staff to the personnel service firm, Adecco. The following individuals presented comments:

Eileen Brennan, Tammy Tolon, Erin Shirey, Keith Pawlovich, Lori Wallace, Jeffery Albrecht,

Jeff Parent, David Barber, Glenda Sinclair, James Orbis, Lynn Jasik , Tony Brown, Scott Vance, Diane Madill, Tim Vorce, Lisa Nemitz, and Mary Ston.

Trustee Kuhn MOVED to amend the agenda to add Adecco discussion, item 1.4.1, under Public Comments/Petitions. Trustee Abraham seconded.

A roll call vote was taken.

AYES: Kuhn, Abraham, Davis, Ritter, Scott

NAYS: Zimmerman, Cunningham Motion Carried

#### 1.4.1 Adecco Transition

Trustee Kuhn MOVED to postpone the outsourcing of the part time hourly employees until completion of the court hearing. Trustee Ritter seconded the motion. An amendment to the motion was passed to postpone the transition until it can be considered at the July 21, 2008 Board meeting.

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

NAYS: Zimmerman Motion Carried

The Board asked administration to prepare a report which addresses the concerns listed above and includes information on cost savings to the College.

Trustee Abraham requested a brief history of the issue. Chief Human Resources Officer Catherine Rush stated that no one disagrees about the value of these employees. Hiring Adecco to manage part-time hourly staff is one means of effectively managing these employees. Approximately 300 part-time staff are affected, the largest group being the tutors. Transferring these staff helps manage costs and reduces the number of OCC staff processing payroll. Administrators have every hope that employees would sign up with Adecco. Informational meetings were conducted with the college senate, employees, and OCCFA council. There will be no salary reduction for these employees. The decision was made because it is a good business decision. Catherine Rush noted that Adecco USA, incorporated in Delaware, is one of the largest personnel service companies in the country. The company must ensure the privacy of its employees.

#### 1.5 Student Presentation

Crystal Varney, Highland Lakes Campus student, reported on her experiences as an OCC student. Ms. Varney is the first in her family to attend college. She was impressed by the OCC students who are focused on their goals. She appreciates OCC for its many locations which allow her to fit classes into her busy schedule. Ms. Varney's goal is to become a teacher and she wants to share her life experiences and knowledge with others.

#### 1.6 Review of Minutes

### 1.6.1 Review of Minutes 5/19/2008 Regular Board Meeting

The Board of Trustees reviewed the Minutes of the May 19, 2008 Board of Trustees meeting.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Chancellor Tim Meyer indicated that he will use the Chancellor's Report section of the Board meeting agenda to provide updates on the strategic plan and to provide a structure for staff reports. In July, he plans to discuss the progress the College has made in the strategic planning process and how success will be measured in the future. Trustee Ritter asked if agenda items will be related to the strategic plan. Chancellor Meyer asked the Trustees to communicate their thoughts on this idea with him. Trustee Scott asked for enrollment figures. An enrollment report will be provided to the Trustees. Acting Chief Strategic Development Officer Cheryl Kozell will provide an overview of legislative activities, as well as a report on the OCC Foundation.

Trustee Kuhn left the meeting. (8:15 p.m.)

### 2.2 Staff Reports

#### Legislative Report:

Cheryl Kozell reported that the College's lobbyist, Scofes and Associates, are actively pursuing legislation, appropriations and public policies which are in the best interest of Oakland Community College and its constituents. She stated that OCC is very well received and thought of in Lansing and noted that the College has high visibility in Washington DC through the Oakland County legislators. Scofes and Associates is working closely with the Michigan Community College Association and the American Association of Community Colleges to coordinate legislative activities.

#### Foundation Report:

Cheryl Kozell reported that the OCC Foundation has its own Board, established to support the goals of the College. The Foundation Board has three main priorities: (1) scholarships; (2) stewardship of donors; and (3) stewardship of funds. Their goals for 2008/09 include: building a planned giving program that enables donors to leave money/assets to the OCC Foundation in their estates; establishing fundraising priorities that are linked to the College's strategic vision and outcomes; and continuing traditional Foundation activities.

### 2.3 Introduction of New Staff

Highland Lakes President Gordon May introduced new Nursing faculty member Christine Genei and new Spanish faculty member Gina Mandas.

Royal Oak/Southfield President Steve Reif introduced new Sociology faculty member Cheryl Neely.

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

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

College Academic Senate Chair Mary Ann McGee noted that the senate has concluded its business for the academic year and is in the process of completing its year-end report. This year's accomplishments include completion of the online process for presenting new curriculum changes, approval of 15 major course revisions, 45 new courses, nine major program revisions and four new program/degrees. The Curriculum Review Committee reviewed 17 programs. The Student Outcomes Assessment Committee (SOAC) completed the assessment of personal and social responsibility. The senate completed assessment workshops and conducted the student essay contact. an ad hoc committee developed new general education outcomes which were endorsed by eighty-six percent of faculty.

#### **3.2 Student Reports**

There were no student reports.

#### **3.3 Academic Initiatives**

Royal Oak/Southfield President Steve Reif introduced interim Dean Tom Hendricks who provided an overview of the new partnership with the Madison Heights School District. The arrangement provides OCC tuition vouchers to Madison High School students in exchange for Royal Oak Campus use of Madison facilities. President Reif mentioned that the Hazel Park Schools are interested in partnering with OCC, and he is working with Southfield Schools on a program with them to offer Chinese language classes on weekends. Trustee Davis noted the Early College Program at Orchard Ridge.

### **4. COLLEGE RESOURCES**

#### **4.1 Personnel Recommendations**

Trustee Scott MOVED to approve the personnel recommendations. Trustee Davis seconded.

Trustee Ritter expressed concern about the extension of the interim positions in the personnel recommendations (not the people in those positions). Chancellor Meyer stated that the job descriptions are under final review and plans are to move forward with an open search. Trustee Ritter asked about the prevailing philosophy on whether or not campuses should be autonomous. Chancellor Meyer indicated that campuses need to be flexible and innovative. Trustee Ritter stated that she is not in favor of diluting the one college idea.

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

NAYS: None

Motion Carried

The Board of Trustees approved the following personnel recommendations:

The appointments of full-time faculty members John Mousty, American History teaching faculty (AH), Elise Roman, Counselor (RO/SF), Rasheedah Wright, Counselor (OR), and Kathryn Allen, English teaching faculty (OR); the full-time temporary appointment of Terry Weideman, Health Professions and Technologies teaching faculty (HL); the extension of interim appointments for exempt administrative staff M. Cathey Maze, Interim Vice Chancellor of Academic and Student Affairs (DO) and Lloyd Crews, Interim Executive Director of Student Services (DO); the extension of interim appointments for non-exempt administrative staff Thomas Hendricks, Interim Dean Academic and Student Services (RO/SF) and Vicki Kloosterhouse, Interim Dean Academic and Student Services (HL); the appointment of non-exempt management staff Herman Young, program director – Surgical Technology Program (SF); the transfer of full-time classified staff Steven Jablonski, from Bookstore Assistant (RO) to Bookstore Assistant (OR); the promotion/transfer of full-time classified staff LaTanya Porter to Bookstore Assistant (RO/SF) from Secretary (RO/SF); the status change-transfer (contractually required return to former position) of full-time classified staff Suzann Rice to Business Office Specialist (RO/SF) from Bookstore Assistant (RO/SF); the transfer of full-time maintenance staff Mary Ann Volckaert to Building Custodian (OR) to Building Custodian (AH); the resignation of Preetha Ravikumar, Instructional Technologist (RO), the retirement of Martha Maitlen, Administrative Specialist (OR), and the resignation of Kimberly Finley, Child Care Assistant (RO).

#### 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

Toilet Room Renovations

Building B (west)

Royal Oak Campus

OCC PROJECT NO. PF-RO08-007

Trustee Ritter MOVED and Trustee Davis seconded the motion 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>
Toilet Room Renovations	\$469,000
Building B (West)	
Royal Oak Campus	

OCC Project No. PF-RO08-007

AYES: Zimmerman, Cunningham, 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 – 4.4.12 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 approve items 4.4.1 – 4.4.12 on the consent agenda – contracts and purchases. Trustee Cunningham seconded the motion.

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

NAYS: None

Motion Carried

#### 4.4.1 Affiliation Agreement with the Village of Redford Health Care Administration Program Southfield Campus

The Board of Trustees approved the College entering into an agreement with the Village of Redford of Redford, Michigan, and authorized the Chairperson to execute the agreement.

#### 4.4.2 Course Management System For Online Instruction College-Wide

The Board of Trustees approved the renewal of the Ucompass agreement for 36 months to be effective July 1, 2008 for a total cost not to exceed \$76,736.

#### 4.4.3 Desktop Computer Purchases College-Wide

The Board of Trustees approved the purchase of desktop computer equipment and peripherals from Dell Computer Corporation, at a cost not to exceed \$1,245,000 for the 2008-09 fiscal year.

#### 4.4.4 Direct Digital Controls Technology Support College-Wide

The Board of Trustees approved the five-year agreement with Siemens Building Technologies, Inc., for a College-wide DDC technical support program at the cost not to exceed \$58,574 for 2008-09. The cost for years two through five are as follows: \$60,638 (2009-2010); \$62,770 (2010-2011); \$64,976 (2011-2013); \$67,261 (2012-2013).

4.4.5 Phone Pass Speaking Test  
Academic Services  
College-Wide

The Board of Trustees approved the purchase of the Phone Pass Speaking Test from Ordinate Corporation (Harcourt), at a cost not to exceed \$31,830 for the 2008-2009 fiscal year.

4.4.6 Servers and Laptops  
College-Wide

The Board of Trustees approved the purchase of servers and laptops from Dell, at a cost not to exceed \$355,770 for the 2008-09 fiscal year.

4.4.7 Service Recognition Program  
College-Wide

The Board of Trustees approved the purchase of items for the service recognition program from O.C. Tanner, at a cost not to exceed \$30,000 for the 2008-2009 fiscal year.

4.4.8 Stationery Products  
College-Wide

The Board of Trustees approved the purchase of printing services for stationery letterhead and envelopes from Nationwide Envelope, at a cost not to exceed \$40,000 for the 2008-09 fiscal year.

4.4.9 Student Help Desk  
College-Wide

The Board of Trustees approved the use of Presidium Learning, Inc., for help desk services for a period of 36 months to be effective 7/1/08, for a total cost not to exceed \$303,600.

Year 1:	\$109,200 (includes implementation costs)
Year 2:	\$97,200
Year 3:	\$97,200

4.4.10 Wiring Installation Services  
College-Wide

The Board of Trustees approved a contract with Professional Communications Services (PCS) to provide wiring installation services at a cost not to exceed \$100,000 for the 2008-2009 fiscal year.

4.4.11 Apple Computers and Monitors  
Orchard Ridge Campus

The Board of Trustees approved the purchase of 25 Apple Mac Pro computers from Apple Computer, Inc., at a cost not to exceed \$68,000.

4.4.12 Contract with DASIS Solutions  
Workforce Development Services – EDJT Grant

The Board of Trustees approved a contract with DASIS Solutions, at a cost not to exceed \$30,000 for training delivered through June 30, 2008.

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

**5. UNFINISHED BUSINESS**

5.1 Committees Policy/A. Zimmerman

A revised Committees Policy was distributed.

Trustee Cunningham MOVED the revised policy for discussion. Trustee Davis seconded.

There was no vote taken.

Discussion:

Trustee Davis asked if meetings of a three person committee of the Board are subject to the Open Meetings Act. Attorney Suzanne Bartos stated that three person committee meetings do not have to be an open meeting. It is not a Board as a whole, committees advise the entire Board thus taking away some of the burden. She stated that committees do not make decisions for the Board and that they are simply an informational avenue for the Board to advise them in making decisions.

Trustee Abraham disagreed stating that the Agenda Review Committee does make decisions. In his opinion, all committee meetings of the Board should be open meetings. They should be posted and formal minutes taken.

Trustee Ritter stated that Board Policy 1.3.1 covers the committee structure of the Board. She noted that Robert's Rules for small boards states that the Board is a committee of the whole and have discussions about issues. Boards can have study meetings and that every Board member should have the opportunity to take part in all discussions. Segregating the Board into committees is not beneficial. Trustee Ritter stated that the Chairperson has the ability to create committees and it is not necessary to add this policy. Trustees were elected by the voters of Oakland County. Trustees all need the same information and have the same opportunity for input.

Trustee Zimmerman remarked that Board Policy 1.3.1 states that the Chair appoints committees.



She stated that the Board needs a policy for the Audit Committee and that the Board does not have a committees policy.

Trustee Davis asked if the by-laws state that the Chair appoints committees. Trustee Zimmerman responded that having a committees policy will help bridge the gap. She noted that the Board does not have a policy in place and the Chair needs guidelines. Trustee Ritter's opinion is that it is unnecessary to have a committees policy. Trustee Scott stated that it is important to keep the wholeness of the Board together in order to do as much work as possible as a whole Board. Trustee Zimmerman stated that the Board needs direction for committees and that agenda review is not considered a committee. Agenda review is the Chancellor meeting with the Board Officers to review the agenda prior to a Board meeting.

AYES: Zimmerman, Cunningham

NAYS: Abraham, Davis, Ritter, Scott Motion Failed

Trustee Abraham is in favor of a committees policy. However, he has requested that the following items be addressed:

- Information from the Open Meetings Act on committees
- Information on the posting of meetings
- Information on minutes being disseminated

## 5.2 Audit Review Committee Update/A. Scott

Trustee Scott reported that the Audit Review Committee met on June 11 at the Royal Oak Campus and chose the community members to serve on the committee. She asked that the discussion be postponed until the July 21 Board meeting to allow time for the Trustees to review the applications. Trustee Scott will notify the individuals of the postponement.

## 6. NEW BUSINESS

### 6.1 Chancellor Evaluation Process/S. Ritter

Trustee Ritter stated that the Chancellor's contracts calls for an evaluation of the Chancellor. Evaluation allows the Chancellor to speak to his goals and present his self-evaluation. It is a process that should be reviewed every year and helps to focus the Board and the Chancellor. Evaluation ensures that the Board is satisfied with the Chancellor. Trustee Ritter requested the Chancellor evaluation process be added to the July 21 Board meeting agenda as an action item. The Chancellor will provide his goals to the Board by July 1.

Trustee Cunningham asked why the Chancellor's evaluation process should be an action item on the July 21 Board meeting. Trustee Ritter responded in order to adopt the process and utilize the instrument. She noted that the Chancellor has not identified anything objectionable in the instrument. Trustee Scott stated that the Board requested an internal review for previous Chancellors and she requested that an internal review be completed for Dr. Meyer.

Trustee Scott will provide information on the internal review process to Trustee Zimmerman.

## 6.2 Revision to Board Policy 1.5.2 Order of Business

Trustee Davis MOVED that the Board of Trustees consider the recommended revision to Board Policy 1.5.2, Order of Business. Trustee Ritter seconded.

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

NAYS: None

Motion Carried

## 6.3 Motion to Appoint the MCCA Delegate and Alternate (July 15, 2008 – July 14, 2009)

Trustee Ritter MOVED that the Board of Trustees elect Trustee Anne Scott as representative to the MCCA Board of Directors and that Trustee Phillip Abraham be elected as alternate representative to the MCCA Board of Directors for a one year term beginning July 15, 2008 and ending July 14, 2009. Trustee Cunningham seconded.

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

NAYS: None

Motion Carried

## 6.4 AFSCME Proposal Regarding Health Care Insurance Costs

Trustee Ritter asked the reason why Trustee Kuhn wanted the Board to review this proposal. Trustee Abraham, speaking on behalf of Trustee Kuhn, said that Trustee Kuhn wanted to make sure that all information was passed on to the Board. Trustee Ritter asked if this proposal would be beneficial to the College. Trustee Davis mentioned that the MCCA is pulling community colleges together to provide insurance.

## 6.5 Trustees Scott and Davis received communication on a trip to China from the American Association of Community Colleges (AACC). Trustee Scott is asking permission to travel to China. An approximate cost of \$3,000 was mentioned. Trustee Davis noted that they had dinner with a Chinese delegation when they were visiting OCC last year. During their dinner conversation, the two trustees were invited by the Chinese delegation to visit China. She noted that there are currently no community colleges in China.

Trustee Abraham stated that he is opposed to the College spending students' and taxpayers' money sending to allowing Trustees Davis and Scott ~~to travel~~ to China.

Trustee Ritter asked that OCC connect with Automation Alley to make the trip a part of a county-wide effort.

Trustee Zimmerman stated that she is opposed noting the short notice and stating that it is too soon and a disservice to the Board. She suggested the Board consider such a trip in the future.

Trustee Scott noted that she is disappointed that the Board is taking a negative position. She stated that this is an opportunity to be a pioneer in building relationships with the Chinese.

Chancellor Meyer stated that he had no opinion.

Trustee Cunningham MOVED to approve Trustee Scott traveling to China with AACC October 21, 2008 – October 25, 2008. Trustee Ritter seconded the motion.

Trustee Davis stated that this is about being global in education. Trustee Cunningham said to make sure all activities are coordinated with Automation Alley.

AYES: Zimmerman, Cunningham, Davis, Ritter, Scott

NAYS: Abraham

Motion Carried

## 7. COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Ritter requested information on the following: (1) reimbursement records pertaining to the Chancellor's entertainment expenses from January 1, 2008 – June 16, 2008; (2) his temporary housing costs; (3) the number of vacation days taken and (4) estimated moving expenses.

Trustee Scott MOVED that the Board receive an update on the cost of college textbooks, and the results of the textbook rental program. Trustee Cunningham seconded the motion.

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

NAYS: None

Motion Carried

### 7.2 Labor Organizations and Associations

AFSCME Local 2042 President Kathleen Cham noted that the second tentative labor agreement was rejected by the bargaining unit today. The issue keeping members from ratifying their agreement is non-economic in nature.

Trustee Scott MOVED to adjourn into closed session for the purpose of discussing the status of labor negotiations. Trustee Davis seconded the motion.

A roll call vote was taken:

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

NAYS: None

Motion Carried

Scott Move to closed Davis support

The Board of Trustees adjourned into closed session at 9:40 p.m.

The Board of Trustees returned to open session at 10:25 p.m.

## **8. ADJOURNMENT**

The meeting was adjourned by Chairperson Zimmerman at 10:25 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