



OAKLAND COMMUNITY COLLEGE®

**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304
October 20, 2008**

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

Absent

Anne Scott, Trustee

1.3 Approval of Agenda

- Trustee Ritter asked that 5.3 Board of Trustees: Guidelines for Conduct be removed from the agenda as it is a completed item.
- Trustee Ritter asked that an item be added for discussion as to the purpose of reviewing investment consultants and the issues we are trying to address. This will be added as no. 6.5 under New Business.

Trustee Cunningham MOVED to approve the agenda as amended. Trustee Kuhn seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Eric Davis, an OCC employee, requested a closed meeting with the Board of Trustees to discuss his separation from OCC. Mr. Davis was advised to follow the established procedures found in his bargaining agreement.

1.5 Student Presentation

Cathey Maze, Vice Chancellor of Academic & Student Affairs, spoke briefly about the seven students who attended the Salzburg Seminar from May 31 to June 7, 2008. Dawn Holtz and Shawn Cane spoke about their experiences at the seminar.

1.6 Approval of Minutes

1.6.1 Approval of Minutes 9/15/2008 Regular Board Meeting

Trustee Davis MOVED to approve the minutes of the September 15, 2008, Regular Board Meeting. Trustee Cunningham seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

The Chancellor had no comments at this time.

2.2 Staff Reports

No staff reports were presented.

2.3 Introduction of New Staff

Dr. Gordon May, President of Highland Lakes Campus, introduced two new Nursing Faculty, Angelika Maly and Nina Barkell. Clarence Brantley, Vice Chancellor of Administrative Services, introduced Latasha Noland, Financial Analyst. Chancellor Meyer introduced his new Executive Assistant, Cherie Foster.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Mary Ann McGee indicated there were no reports to present.

3.2 Student Reports

Julia Kelley provided an overview of student activities, which included such events as the League of Women Voters registering students to vote, Pizza Day at Highland Lakes Campus, an Interview Skills Workshop at Auburn Hills, a Sexual Assault Seminar at Highland Lakes, and a Resume Job Clinic. She also reported on the OCC sports teams.

3.3 Academic Initiatives

Dr. Maze reported that a task force has been formed to make recommendations on the implementation of Distance Learning initiatives, including a virtual campus and on-line services.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Kuhn moved to approve the personnel recommendations with the exception of Mr. Davis, and Trustee Abraham seconded.

AYES: Abraham, Davis, Kuhn, Ritter

NAYS: Zimmerman and Cunningham Motion Carried

Trustee Davis addressed Mr. Davis and advised him there is a formal process he must follow if he has concerns with his separation from OCC. This is a matter that the Board will not take into a closed session.

Trustee Davis MOVED to approve the separation of Mr. Davis, and Trustee Ritter seconded.

AYES: Zimmerman, Cunningham, Davis, Kuhn

NAYS: Abraham, Ritter Motion Carried

The Board of Trustees approved the following personnel recommendations: the transfer of management non-exempt staff Rocio Oxholm-Flores, Academic and Student Services International Student Advisor (RO/SF); the appointment of classified part-time David J. Bilyeu, Economic and Workforce Development Paraprofessional-ASC/BIS/CIS (AH) and Patricia E. Dougher, Faculty Office Secretary (RO); the status change/transfer of classified full-time Leslie D. Dick, Academic Support Center Paraprofessional (AH); the retirement of Bill J. Chittick, Operations and Maintenance Building Custodian (HL) and Diane M. Mann, Secretary, Physical Education (AH); and the separation of Eric P. Davis, Information Technologies Media Services Specialist (RO) and Tiffany L. Jordan, Operations and Maintenance Building Custodian (OR).

4.1.1 Officer Increases 2008-2009

Trustee Davis MOVED to accept the 2.5 percent increase for OCC officers retroactive to

July 1, 2008. Trustee Ritter seconded.

AYES: Zimmerman, Cunningham, Davis, Kuhn, Ritter

NAYS: Abraham

Motion Carried

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 2007-2008 Annual Audit

A representative from Rehmann Robson reported that the audit went well and received a "clean opinion with no qualifications or disclaimers."

4.3 College Facilities

4.3.1 College-Wide Deferred Maintenance Project

Kitchen Food Storage J-115/Ice Carving Room J-110
Building J
Orchard Ridge Campus
OCC Project No. PF-OR08-018

Trustee Davis MOVED and Trustee Kuhn seconded granting 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>
College-Wide Deferred Maintenance Project	\$126,000
Kitchen Food Storage J-115/Ice Carving Room J-110	
Building J	
Orchard Ridge Campus	
OCC Project No. PF-OR08-018	

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

NAYS: None

Motion Carried

4.3.2. Right-of-Entry

Environmental/Assessment and Response Effort
Former Nike Site
Auburn Hills Campus

Trustee Davis MOVED and Trustee Kuhn seconded approving the Board of Trustees to grant the Right-of-Way requested to the Army Corps of Engineers at the former Nike site on the Auburn Hills Campus and authorized the administration to execute and deliver documents and agreements as necessary.

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

NAYS: None Motion Carried

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Items 4.4.1 – 4.4.10 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 Davis MOVED to approve items 4.4.1- 4.4.10 on the Consent Agenda – Contracts and Purchases. Trustee Ritter seconded.

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

NAYS: None Motion Carried

4.4.1 Affiliation Agreement With Sears Dental Works Dental Assisting Program Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with Sears Dental Works and authorized the Board Chairperson to execute the agreement.

4.4.2 Accident Investigation Training Oakland Police Academy Auburn Hills Campus

The Board of Trustees approved the use of Michigan State University to provide a series of Accident Investigation Courses at a cost not to exceed \$69,000 through December 2009.

4.4.3 Amendment Course Management System for Online Instruction (Board approved 8/18/2008) College-Wide

The Board of Trustees approved the amended amount of the 36 month Blackboard license agreement at a total cost not to exceed \$415,830 (was \$398,830).

4.4.4 2008-2009 Student Handbook
College-Wide

The Board of Trustees approved the use of Action Printing to provide printing services for the 2008-2009 student handbooks at a cost not to exceed \$49,756.09.

4.4.5 Intrusion Alarm Services
Public Safety
College-Wide

The Board of Trustees approved a one-year agreement through November 2009 with Guardian Alarm Company to provide alarm monitoring services, equipment and installation, and systems maintenance at a cost not to exceed \$26,696 annually.

4.4.6 Reading Plus Software Program
Academic Support Center
College-Wide

The Board of Trustees approved the purchase of the Reading Plus software program from Optimum Reading LLC at a cost not to exceed \$37,500.

4.4.7 Chocolate Enrober
Culinary Studies Institute
Orchard Ridge Campus

The Board of Trustees approved the purchase of the LCM 180C Chocolate Enrobing Machine from Swiss Chalet Fine Foods, Miami, Florida at a cost not to exceed \$30,000.

4.4.8 Buff Whelan Chevrolet Vehicles
College-Wide

The Board of Trustees approved the purchase of four 2009 trucks/vans with accessories, as needed, from Buff Whelan Chevrolet at a cost not to exceed \$132,013.

4.4.9 Contract with AVL
Workforce Development Services – EDJT Grant

The Board of Trustees approved a contract with AVL at a cost not to exceed \$454,546 for training delivered through September 1, 2009.

4.4.10 Contract with Illumiti Services LLC
Workforce Development Services – EDJT Grant

The Board of Directors approved a contract with Illumiti Services LLC at a cost not to exceed \$60,000 for training delivered through April 30, 2009.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Higher Learning Commission Action Plan/Selecting Consultant

At the August 18, 2008 Board of Trustees Meeting, the Board of Trustees agreed to engage an external consultant to establish a set of working conditions per the issues related to them from the Higher Learning Commission Report. Chancellor Meyer provided the Board with information on the three consultants and their companies with the objective of narrowing the search to one consultant.

Trustee Kuhn MOVED and Trustee Davis seconded to approve the group of three consultants and direct the administration to return to the Board of Trustees with a recommendation for selecting one consultant.

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

NAYS: None Motion Carried

5.2 Recording and Televising Meetings

Trustee Kuhn MOVED and Trustee Abraham seconded to look at Option 2 of using the college's equipment (camera and tripod) and capture the meeting on tape or through a video cable to a digital recording device.

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

NAYS: None Motion Carried

After a vote was taken, Trustee Davis wished to change her vote to nay, stating that the meetings be recorded via audio, only.

A discussion took place as to the best course of action to televise the meetings.

Trustee Abraham amended the above motion to have Administration provide a plan for the best method of implementing the broadcast.

AYES: Zimmerman, Abraham, Cunningham, Kuhn, Ritter

NAYS: Davis Motion Carried

5.3 Board of Trustees: Guidelines for Conduct

Item 5.3 was deleted from the agenda.

5.4 Chancellor Evaluation Report

Trustee Davis requested that this item be moved to the November agenda as she and Trustee Scott will require another meeting prior to addressing this issue. The item will be carried forward to the November agenda.

6. NEW BUSINESS

6.1 Change in Board Policy 1.4.6 – Legal Counsel (1st reading)

Trustee Kuhn MOVED and Trustee Cunningham seconded to table this item until the November meeting.

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

NAYS: None Motion Carried

6.2 Change in Board Policy 1.3.1 – Chairperson (1st reading)

Trustee Kuhn MOVED to accept the first reading of Board Policy 1.3.1, and Trustee Ritter seconded.

AYES: Abraham, Kuhn, Ritter

NAYS: Zimmerman, Cunningham, Davis Motion Failed

6.3 Cabinet Staffing Plan

Chancellor Tim Meyer presented his proposed draft Cabinet Staffing Plan. This realignment of authority would prove beneficial to OCC. However, Chancellor Meyer made it clear that no changes would be made at this time.

6.4 Special Board Meeting Date for Review of Higher Learning Commission Report

Trustee Abraham MOVED to hold this meeting on November 24, 2008 at 6:00 p.m. Trustee Kuhn seconded.

No vote was taken. A brief discussion followed.

Trustee Abraham then MOVED to hold this meeting on November 10, 2008 at 6:00 p.m. Trustee Kuhn seconded.

AYES: Zimmerman, Abraham, Cunningham, Kuhn,

NAYS: Davis, Ritter Motion Carried

6.5 Investment Consultants

Trustee Ritter was seeking clarification as to the purpose of looking at outside investment consultants. Chancellor Tim Meyer responded that he thought it would be beneficial for OCC to explore the different options available. Trustee Ritter stated she needs to get a good analysis of the staffing of our Audit Department and what our successes have been. Chancellor Meyer indicated this was just informational and that the Board may wish to explore other options.

Trustee Cunningham stated that we have managed our investments in house for years, and he is concerned about it. The College's investments are fairly simple. It was noted that very few governmental agencies do their own investing. It is a question of does the Board want to continue the way they have been, as the Board does have a fiduciary responsibility.

Trustee Abraham indicated that by looking at an outside party to handle things, it would allow our staff more time to do their jobs.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter asked that the information be provided to her as to who else was surveyed during Rehmann Robson's audit review, and of those individuals, who actually responded.

7.2 Labor Organizations and Associations

Linda Churchill, Vice President of the Classified Union, asked the Board to settle their contract. She also addressed the matter of Eric Davis' separation.

8. ADJOURNMENT

Chairperson Zimmerman adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Anna M. Zimmerman, Chairperson

Thomas E. Kuhn, Secretary