



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
August 17, 2009  
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 7:02 p.m. by Chairperson Bryant who welcomed all staff and guests.

1.2 Attendance

Present

Shirley Bryant, Chairperson  
Anna Zimmerman, Vice Chairperson  
Pamala Davis, Secretary  
Tom Kuhn, Trustee  
Sandra Ritter, Trustee  
Anne Scott, Trustee  
Thomas Sullivan, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Scott MOVED to approve the agenda. Trustee Kuhn seconded.

Trustee Ritter indicated that the Closed Session was not noted on the agenda. Trustee Kuhn MOVED to amend the Motion that the Closed Session be placed on the agenda prior to final adjournment for the purpose of discussing the Chancellor's evaluation and to receive an update on labor negotiations.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Karen Robinson, a Communication/Humanities faculty member at Highland Lakes, addressed the Board regarding the recent decision to redirect the evening AV Media Services technician to the Royal Oak campus. She asked the Board to reconsider this decision.

## 1.5 Student Presentation

None

## 1.6 Approval of Minutes

### 1.6.1 Approval of July 13, 2009 Regular Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the July 13, 2009 Board Meeting. Trustee Zimmerman seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

### 1.6.2 Approval of July 25, 2009 Special Board Meeting Minutes

Trustee Sullivan MOVED to accept the minutes of the July 25, 2009 Special Board Meeting. Trustee Zimmerman seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Sullivan, Zimmerman

NAYS: None

ABSTAIN: Scott (as she had to leave the meeting early) Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

A video of Bob Piepenburg, a world-renowned ceramics instructor for the Fine and Performing Arts Department at the Orchard Ridge campus, interacting with his students and discussing his work was presented to the Board.

### 2.2 Staff Reports

Andrew Hillberry, Chief Information Officer, informed the Board that the unofficial figures for fall 2009 student enrollment are 22,269 compared to 20,132 students enrolled for fall of 2008. This is a 10.6% increase. Next month the figures will be more concrete, but they are certainly looking optimistic.

### 2.3 Introduction of New Staff

Patricia Dolly, President of the Auburn Hills campus, introduced Kenneth VanSparrentak, who is part of the teaching faculty for the Technology and Homeland Security Department.

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

#### 3.1 Academic Senate Reports

None

#### 3.2 Student Reports

None

#### 3.3 Academic Initiatives –

Jacqueline Shadko, President of the Orchard Ridge campus, and Catherine Rush, Chief Human Resource Officer, addressed the Board regarding the Higher Learning Commission's Diversity Report for OCC. They are co-chairs of the Faculty Diversity Task Force.

### **4. COLLEGE RESOURCES**

#### 4.1 Personnel Recommendations

Trustee Ritter MOVED to discuss the Personnel Recommendations prior to approval.  
Trustee Kuhn seconded.

Trustee Scott proposed that the position of Interim Vice Chancellor for Academic and Student Affairs be addressed separately.

Trustee Ritter raised her concern again from the last Board meeting regarding the turnover of child care staff and inquired as to what is being done about this. Chief Human Resource Officer Rush indicated the primary reason for the turnover is that the individuals originally hired in these part-time positions apply for full-time positions that provide benefits and a higher pay scale.

Trustee Ritter asked if the library positions are management positions. Catherine Rush indicated that they are and will support the faculty, which ultimately provides better service to our students.

Chairperson Bryant then asked for a vote to approve all of the personnel recommendations exclusive of the Interim Vice Chancellor position.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

Trustee Kuhn MOVED the Board to approve the appointment of Betty Youngblood as Interim Vice Chancellor of Academic and Student Affairs beginning September 1, 2009 through February 28, 2010. Trustee Sullivan seconded.

Trustee Ritter expressed concern regarding the salary and inquired if we are bringing all Vice Chancellors into this salary range. Chancellor Meyer responded that the salary range is within several thousand dollars of four of the cabinet officers. Trustee Ritter also questioned if the proposed salary is the same as the previous Interim Vice-Chancellor, who was already acclimated to the College. Dr. Meyer stated that the salary was not the same, but he felt that Dr. Youngblood's background and experience would allow her to adapt quickly to OCC.

Trustee Scott also expressed concern with this appointment especially because she feels Dr. Youngblood has minimal work experience with community colleges.

AYES: Bryant, Kuhn, Sullivan, Zimmerman

NAYS: Davis, Ritter, Scott Motion Carried

Chairperson Bryant introduced Lyman (Dusty) Rhodes, who will be retiring in December from OCC after 12 years service. Mr. Rhodes has held several positions at OCC, the most recent being coordinator of student development at the Orchard Ridge campus. Chair Bryant presented Mr. Lyman with a gift, and she and Dr. Meyer extended their congratulations.

#### 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

### **CONSENT AGENDA – MAINTENANCE PROJECTS**

Items 4.3.1 – 4.3.3 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

Trustee Scott MOVED to approve items 4.3.1 to 4.3.3 on the Consent Agenda – Maintenance Projects. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Scott, Ritter, Sullivan, Zimmerman

NAYES: None Motion Carried

4.3.1 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 to replace the internal electronics of current signs at all the campuses and to add two new signs at the Highland Lakes Campus:

Campus Marquee Signage Replacements <u>College-Wide</u> OCC Project No. PF-CW09-006	<u>Project Cost</u>  \$370,500
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- 4.3.2 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:

HVAC Equipment Replacement/Interior Renovation High Oaks Hall, <u>Highland Lakes Campus</u> OCC Project No. PF-HL07-006	<u>Project Cost</u>  \$2,995,000
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- 4.3.3 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:

Testing Center Wall Separation Room J-250, Building J <u>Orchard Ridge Campus</u> OCC Project No. PF-OR09-010	<u>Project Cost</u>  \$55,300
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#### **END OF CONSENT AGENDA – MAINTENANCE PROJECTS**

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

#### 4.4 Contracts and Purchases

#### **CONSENT AGENDA – CONTRACTS AND PURCHASES**

Items 4.4.1 – 4.4.6 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

Trustee Zimmerman MOVED to approve items 4.4.1 to 4.4.6 on the Consent Agenda – Contracts and Purchases. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

#### 4.4.1 Bus Chartering Services Athletic Department

The Board of Trustees approved a three-year agreement with Michigan Charters at an annual cost not to exceed \$65,951.

4.4.2 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 \$67,324.

4.4.3 Janitorial Products - Chemicals  
College-Wide

The Board of Trustees approved a three-year agreement with Industrial Cleaning Supply for the provision of janitorial chemical supplies and hard goods at an annual cost not to exceed \$65,729.

4.4.4 Janitorial Products – Paper & Plastic  
College-Wide

The Board of Trustees approved a three-year agreement with Nichols for the provision of janitorial supplies, including paper and plastic products, at an annual cost not to exceed \$98,605.

4.4.5 Ventilator Equipment  
Health Professions & Technologies  
Southfield Campus

The Board of Trustees approved the purchase of ventilator equipment from Covidien at a cost not to exceed \$26,413.

4.4.6 2009-2010 Agency Affiliations  
Nursing and Health Professions and Technologies

The Board of Trustees approved the College's agency affiliations with the facilities stated on the attached list, and authorized the Chairperson to execute any new agreement as necessary.

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

**5 UNFINISHED BUSINESS**

5.1 Temporary Staffing Services  
College-Wide

Trustee Scott MOVED to approve a three-year agreement with Adecco USA to manage the placement of temporary staff within the College effective sixty days from the contract expiration date. Trustee Davis seconded.

Trustee Scott requested that the minutes reflect that Ralph Burrell from SymCom, Inc., one of the companies noted on this Board agenda item, has been a strong supporter of OCC for the last ten years. Trustee Scott asked that consideration be given in the future as to having two temporary services suppliers.

Trustee Ritter thought it unusual that there was only one tenth difference between the two lowest bidders.

Trustee Kuhn MOVED to amend to utilize Kelly Services to manage the placement of temporary staff within the College. Trustee Zimmerman seconded.

Trustee Davis questioned what the monetary difference of one tenth would be. Vice Chancellor Brantley believes the difference would be about \$3,000.

Trustee Sullivan inquired as to the criteria used. Chief Information Officer Hillberry responded that some of the criteria looked at was the company's timekeeping system, the processes that are used in reference and background checks, skills assessment processes, processes to rectify employee issues if an employee doesn't work out, and the policy for wage increases. The scoring difference between the top two companies was 63 to 58.

AYES: Kuhn, Ritter

NAYS: Bryant, Davis, Scott, Sullivan, Zimmerman Motion Failed

As the amended motion failed, the original motion of approving Adecco was presented to the Board.

AYES: Bryant, Davis, Scott, Sullivan, Zimmerman

NAYS: Kuhn, Ritter Motion Carried

## 5.2 Update from Travel and Expense Committee

Trustee Kuhn had nothing to report at this time.

## 6 NEW BUSINESS

### 6.1 MCCA Representative and Alternate Election

Trustee Ritter MOVED to appoint Trustee Scott as representative to the MCCA Board of Directors and Trustee Davis as alternate representative for a term beginning on August 17, 2009 and ending on July 14, 2010. Trustee Kuhn seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

## 6.2 Legislative Updates

Trustee Scott provided the Board with updates on the Michigan House Bill 4837. This bill would amend the Community College Act of 1966 by partially lifting the ban on community colleges granting baccalaureate or higher degrees. Community colleges would be able to grant bachelor's degrees in nursing, cement technology, and culinary arts. The bill is expected to be heard in the fall before the Michigan House Education Committee. Trustee Scott asked the Board go on record to support MCCA's position on the bill.

Trustee Scott MOVED to support Michigan House Bill 4837, and Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

## 7 COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Scott reminded everyone that this Friday (8/21/09) is the Oakland Community College Foundation's 18<sup>th</sup> Annual "Golf for Scholarships" outing.

Trustee Scott MOVED to add Business and Community Alliance to next month's agenda. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

Trustee Ritter asked why the agenda didn't include Cabinet contracts and requested an explanation.

Dr. Meyer said that last spring the Board was looking to delegate employment. College counsel had advised not to renew Cabinet contracts if that was the intention of the Board, otherwise we would end up breaking the contracts that were signed. There was a wait period for the Board to decide into the June meeting when the contracts ended (expired). At that time, the Board was considering policy governance, so the same kind of consideration continued.

Trustee Ritter asked if Dr. Meyer was suggesting the Board wait for policy governance – for the Board to create a policy in regards to contracts before there is a resolution. Dr. Meyer indicated it is the Board's choice on how to proceed. Trustee Ritter stated that the Board has an existing policy and that policy does not include what Dr. Meyer is asking the Board to include.



Trustee Kuhn MOVED to add Cabinet Contracts to next month's agenda. Trustee Davis seconded.

AYES: Bryant, Davis, Kuhn, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

Trustee Davis mentioned that the Dream Cruise awarded \$1,000 to OCC's Culinary Department.

Chair Bryant reported that the Board has now completed their fifth retreat with Eric Craymer, consultant. The next retreat will take place on September 21, 2009.

Trustee Scott praised the new radio ads for OCC. She thanked Director of College Communications George Cartsonis and Executive Director of Marketing David Adams. Trustee Ritter also endorsed the new ads.

## 7.2 Labor Organizations and Associations

None

Trustee Kuhn MOVED for the Board to go into Closed Session for the purpose of discussing the Chancellor's evaluation and receiving an update on labor negotiations.

Chairperson Bryant requested a roll call be taken at 8:14 p.m. to go into Closed Session for the purpose of discussing the Chancellor's evaluation and receiving an update on labor negotiations.

AYES: Bryant, Davis, Kuhn Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

The Board of Trustees returned to open session under adjournment of the closed session at 9:24 p.m.

## 8 ADJOURNMENT

Trustee Davis MOVED to adjourn the meeting, and Trustee Sullivan seconded.

AYES: Bryant, Davis, Ritter, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

Chairperson Bryant adjourned the meeting at 9:25 p.m.

Respectfully submitted,

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Cherie A. Foster

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Date

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Shirley J. Bryant, Chairperson

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Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

# ACTION

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BOARD AGENDA ITEM 4.1  
August 17, 2009

## *PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on August 17, 2009

*Margaret Carroll* August 18, 2009

**ADMINISTRATIVE – EXEMPT**

**Temporary Appointment**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 Fiscal Year <u>Budget</u></b>
Youngblood, Betty J.	Academic and Student Affairs Interim Vice Chancellor (replacement due to employee retirement)	DO	\$75,000	\$33,533	09/01/09 – 02/28/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**FACULTY**

**Temporary Appointment**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b><u>2009-2010 Fiscal Year Budget</u></b>
Britton, Linda A.	Mathematics Teaching Faculty – Mathematics (replacement due to employee retirement)	AH	\$25,110	\$6,074	09/03/09 – 12/21/09	X
Burchart, Mary Jo	Natural Science Teaching Faculty – Natural Science (replacement due to employee retirement)	AH	\$25,110	\$6,074	09/03/09 – 12/21/09	X
Mooty- Hoffmann, Cindy L.	English Teaching Faculty – English (replacement due to employee sabbatical)	RO/SF	\$25,110	\$6,074	09/03/09 – 12/21/09	X

\*Note: The average cost of FICA and retirement is 24.19% of annual base salary per the College budget.

**MANAGEMENT STAFF – NON-EXEMPT**

**Appointment – Full-Time**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Annual Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 Fiscal Year <u>Budget</u></b>
Zachwieja, Jeffrey R.	Library Coordinator of Library Electronic Resources	CW	\$58,693	\$26,212	09/14/09	X
Lindley, Elizabeth A.	Library Manager of Library Technical Services	CW	\$64,984	\$29,054	09/14/09	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**MANAGEMENT STAFF – NON-EXEMPT**

**Appointment – Part-Time**  
**Grant Funded**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Annual Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b><u>2009-2010 Fiscal Year Budget</u></b>
Williams, Martha M.	ACCESS Department ACCESS Specialist	SF	\$18.62/hr.	\$4,684	09/14/09	X

\*Note: The average cost of FICA and retirement is 24.19% of annual base salary per the College budget.

**CLASSIFIED – FULL-TIME**

**Promotion/Transfer**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 Fiscal Year <u>Budget</u></b>
McCarthy, Anne E.	Marketing Graphic Designer (from Paraprofessional, RO)	AH- MTEC	\$26.43/hr.	\$24,579	08/24/09	X

**CLASSIFIED – FULL-TIME**

**Status Change/Transfer**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 Fiscal Year <u>Budget</u></b>
Young-Collins, Crystal J.	Counseling Student Services Specialist (from part-time Paraprofessional, RO)	SF	\$19.81/hr.	\$18,423	09/14/09	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.



**CLASSIFIED – FULL-TIME**

**Transfer**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 Fiscal Year <u>Budget</u></b>
Murdoch, Alexander S.	Information Technologies Media Services Technician (from Media Services Technician, HL)	RO	\$24.58/hr.	\$22,859	09/14/09	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 44.71% of annual base salary per the College budget.

**CLASSIFIED – PART-TIME**

**Appointment**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Annual Salary</u></b>	<b><u>Benefits Cost*</u></b>	<b><u>Effective</u></b>	<b>2009-2010 <u>Fiscal Year Budget</u></b>
Brigolin, Stephanie A.	Children’s Center Child Care Assistant (due to employee resignation)	AH	\$13.49/hr.	\$3,394	08/31/09	X
Brownlee, Brittany N.	Children’s Center Child Care Assistant (due to employee transfer)	AH	\$13.49/hr.	\$3,394	08/31/09	X
Doll, Brenda E.	Children’s Center Child Care Assistant (due to employee transfer)	AH	\$13.49/hr.	\$3,394	08/31/09	X
Johnson, Terra A.	Children’s Center Child Care Assistant (due to employee resignation)	AH	\$13.49/hr.	\$3,394	08/31/09	X

\*Note: The average cost of FICA and retirement is 24.19% of annual base salary per the College budget.

**SEPARATIONS**

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Effective</u>	<u>Reason for Separation</u>
Rhodes, Lyman P. (02/01/97)	Academic and Student Services Coordinator of Student Development	OR	12/31/09	Retirement
Zelasko, Mary A. (10/28/96)	Financial Resources and Scholarships Secretary	AH	08/31/09	Retirement