



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
October 19, 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 7:00 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

Chair Bryant noted approval of the agenda with the correction of changing the numbering of item 4.3.7 to 4.3.3.

1.4 Public Comments/Petitions

Trustee Zimmerman **MOVED** to limit public comments to two minutes per individual.
Trustee Scott seconded.

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

NAYES: Ritter

Motion Carried

Kathryn Stewart-Hoffmann, French faculty member at Orchard Ridge, encouraged the Board's support for the French Club's upcoming Spooktaculaire variety show. The event is scheduled for November 6th at the Orchard Ridge campus and will help subsidize the French Club's trip to Paris in May of 2010.

1.5 Student Presentation

None

1.6 Approval of Minutes

1.6.1 Approval of September 21, 2009 Special Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the September 21, 2009 Special Board Meeting. Trustee Zimmerman seconded.

AYES: Bryant, Kuhn, Scott, Sullivan, Zimmerman

NAYS: None

ABSTAIN: Ritter Motion Carried

1.6.2 Approval of September 21, 2009 Regular Board Meeting Minutes

Trustee Davis MOVED to accept the minutes of the September 21, 2009 Regular Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Meyer deferred his comments to Acting Chief Strategic Development Officer Cheryl Kozell's presentation under Staff Reports.

2.2 Staff Reports

Acting Chief Strategic Development Officer Kozell addressed the Board regarding the Community Feedback Survey results prepared by the Office of Institutional Research. The purpose of the survey was to understand what our constituents know and value about OCC. Over 400 Oakland County registered voters were surveyed via telephone this past summer. These study findings will be used for marketing messages and strategies, academic offerings, strategic planning, and community services.

2.3 Introduction of New Staff

None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

Mary Ann McGee, College Academic Senate Chair, reported that the College Senate was unable to meet in September and the campus Senates were unable to meet in October due to lack of a quorum.

3.2 Student Reports

Tricia Gonzales, Student Representative, reported on various Student Life activities at the various campuses. Some of the activities include an AIDS Awareness Workshop on November 4th at the Auburn Hills campus, and a Student and Nurse Health Promotion and Fundraising Walk-a-Thon on October 24th at the Highland Lakes Campus. The Royal Oak campus is hosting the 6th Annual Mariachi Night at the Lila Jones Theatre on October 23rd to raise money for students to study in Oaxaca, Mexico.

Ms. Gonzales also reported that the Phi Theta Kappa Alpha Omicron Rho Chapter has designated this November as Poverty Awareness Month at the Auburn Hills campus, and updated the Board on various activities related to this cause that will be taking place in November. In support of their efforts, Trustee Davis encouraged the Board that as they travel and may have unused shampoos, etc., in their rooms, to please bring them to her and she will see that they are forwarded to organizations in need of such supplies.

3.3 Academic Initiatives

None

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

Trustee Scott MOVED to approve the Personnel Recommendations. Trustee Davis seconded.

Trustee Ritter expressed her disappointment at not being advised of Dr. Smydra's appointment as Interim Vice Chancellor of Student and Academic Affairs. Chancellor Meyer responded that the College is now reopening the search to fill this position. The choice of Dr. Smydra to serve as interim Chancellor is based on her previous employment with the College.

Trustee Ritter also inquired about the Pauley Group's involvement in the search. Chancellor Meyer advised the Pauley Group is an executive search firm previously engaged to gather a roster of names for the Selection Committee. Trustee Ritter requested the names of the principals and people who are working on this project. Chancellor Meyer responded that the principal is Ms. Angela Provar and did not know the others involved.

Trustee Davis inquired if this is a six-month position. Chancellor Meyer responded that the period is for six months, with a 30-day termination clause.

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

NAYS: Ritter 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.

4.3 College Facilities

CONSENT AGENDA – MAINTENANCE PROJECTS

Items 4.3.1 – 4.3.2 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

Trustee Ritter MOVED to approve items 4.3.1 to 4.3.2 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:

Emergency Services Vehicle Garage Conversion CREST, <u>Auburn Hills Campus</u> OCC Project No. PF-AH09-003	<u>Project Cost</u> \$ 133,900
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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:

Exterior Kiln Enclosure Building L, <u>Orchard Ridge Campus</u> OCC Project No. PF-OR07-016	<u>Project Cost</u> \$ 90,800
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END OF CONSENT AGENDA – MAINTENANCE PROJECTS

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

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

Trustee Ritter MOVED to approve items 4.4.1 through 4.4.7 listed on the Consent Agenda – Contracts and Purchases. Trustee Davis seconded.

Trustee Scott had a question on item 4.4.3. Chair Bryant removed 4.4.3 from the Consent Agenda for further discussion.

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

NAYS: None

Motion Carried

Items 4.4.1, 4.4.2, and 4.4.4 through 4.4.7 listed below on the Consent Agenda were enacted by one motion. No separate discussions of these items were requested.

4.4.1 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 2010.

4.4.2 Berger Chevrolet Public Safety Vehicle Auburn Hills Campus

The Board of Trustees approved the purchase of a 2010 Chevrolet Tahoe with police package from Berger Chevrolet at a cost not to exceed \$29,618.

4.4.4 Trainers and Training Services Economic and Workforce Development

The Board of Trustees approved a contract with Educated Business Resource Corporation at a cost not to exceed a 6.5% mark up for trainers and training services delivered through September 30, 2010.

4.4.5 Sony Virtuoso System Sign Language Program Highland Lakes Campus

The Board of Trustees approved the purchase of a Sony Virtuoso Digital Language Learning System from Bratton Corporation at a cost not to exceed \$84,890.

4.4.6 Affiliation Agreement
Great Expression Dental Centers
Dental Assistant Program
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with the Great Expression Dental Centers, 300 East Long Lake Road, Suite 375, Bloomfield Hills, MI 48304, and authorized the Chairperson to execute the agreement as per contractual requirement.

4.4.7 Affiliation Agreement
Athletic Republic
Exercise Science and Technology Program
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with the Athletic Republic, 937 N. Opdyke Road, Auburn Hills, MI 48326, and authorized the Chairperson to execute the agreement as per contractual requirement.

Regarding item 4.4.3, Trustee Scott inquired if the elevator maintenance services contract was put out for bid. Vice Chancellor of Administrative Services Clarence Brantley responded that this item was put out for bid a previous year and that this is an option to extend the contract for another year.

Trustee Scott MOVED to approve the purchase of elevator maintenance services with KONE Inc. at a cost not to exceed \$117,000 through September 2010.
Trustee Ritter seconded.

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

NAYS: None Motion Carried

4.4.3 Elevator Maintenance Services
College-Wide

The Board of Trustees approved the purchase of elevator maintenance services with KONE Inc. at a cost not to exceed \$117,000 through September 2010.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5 UNFINISHED BUSINESS

5.1 Business and Community Alliance

Trustee Scott MOVED to reinstate the Business and Community Alliance, and Trustee Ritter seconded.

Trustee Davis offered a friendly amendment to set a date in the first quarter of 2010 to hold a meeting.

Chair Bryant asked for clarification regarding whether this is a one-time event. Trustee Scott stated that a one-time event be scheduled, and then see what happens. Chair Bryant indicated that there are many committees in the community that Oakland County sponsors. Chair Bryant asked the staff to look into these committees for Board membership consideration.

Acting Chief Strategic Officer Kozell was asked to comment on the past efforts. She indicated there were ebbs and flows in attendance. The events required a lot of time and work by the staff, which consisted of the Chancellor, two presidents, David Adams, Linda Pososki, support staff, in addition to herself, to plan and put the events together and to keep the communication going. There was some talk about segmenting it into different sectors of the economy. Currently, there are numerous program advisory committees that replace many aspects of the past the Business and Community Alliance. Although program advisory committees were present during the Business and Community Alliance, the membership was expanded to include many Business and Community Alliance members afterwards.

The original purpose of the Business and Community Alliance was to advise OCC on its degree programs. The degree programs don't change much. With the upcoming millage, it would be a good idea to hold an event. The College will organize a Blue Ribbon Committee of well-known and well-respected individuals from the community to attend an event to discuss the need for the millage. This event will probably take place sometime in the beginning of the New Year.

Trustee Sullivan believes it is a duplication of efforts and requested additional information. Cheryl Kozell responded that the event typically included a meal and the costs of handouts.

Chair Bryant again clarified this vote would be for a one-time event.

AYES: Bryant, Davis, Kuhn, Ritter, Scott

NAYS: Sullivan, Zimmerman

Motion Carried

6 NEW BUSINESS

6.1 Investment Management

Vice Chancellor of Administrative Services Brantley distributed handouts to the Board regarding investment management service request for proposals that were sent to 25 firms. Six firms responded with proposals. Vice Chancellor Brantley addressed the cost summary and fees. OCC currently does not pay custodial fees as the College deals directly with the agencies.

Chair Bryant addressed the Board if they wish to entertain these proposals. Trustees Davis and Ritter opined that they did not think we should be spending the College's money in this manner, and Trustee Scott indicated we need to carefully monitor our budget. Trustee Zimmerman suggested the Investment Review Committee look at the top three firms. Trustee Sullivan stated he has questions he would like answered regarding the firms' experience, what they could do to increase the return on our investments, and what methods they would utilize to protect the College's principal.

It was determined that the investment committee would do some additional research and provide an update at the November meeting. Trustee Sullivan said based on that information the Board could decide if the top firms would be invited to provide a future presentation to the Board.

6.2 Legal Services

Chancellor Meyer reported that request for proposals had been sent to 18 law firms, and that 7 proposals were received. The proposals were reviewed by a committee and narrowed down to two firms to present to the Board. The top two firms are considered full-service firms that have the depth and the breadth to address the College's needs, have competitive pricing, and responded fully to the criteria in the RFP.

Trustee Ritter asked for the rubric that was used to identify who was superior over the others. Chancellor Meyer responded that the committee used the responses from the Request for Proposals for the grid and ranking.

Chair Bryant stated that we have a recommendation from the Chancellor to invite the top two legal firms listed, Butzel Long and Plunkett Cooney, to make a presentation to the Board, and the firms will do so at the November meeting.

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Scott attended the MCCA Autumn Workshop in Escanaba. She was pleased to report that the Community College Funding Act has been signed by the Governor with no reduction in funding.

Chair Bryant and Trustees Scott, Sullivan, and Zimmerman all commented about their positive and educational experience at the ACCT 40th Annual Leadership Congress in San Francisco that they attended earlier this month. The topic of the congress was “Achieving Success in a Global Economy – Navigating the Educational Landscape During Turbulent Times.” Trustee Scott attended a workshop on “The Trustee Role in Global Community College Education.” Trustee Zimmerman attended “Why Trustees Should Care About Assessing Student Learning Outcomes.” Chair Bryant addressed two specific workshops she attended, “Developmental Education” and “Presidential Contracts and Evaluations. Trustee Sullivan attended “Textbook Affordability,” a workshop he found to be most interesting. The attendees all have handouts that they are willing to share with those who are interested.

Chair Bryant suggested that those who attended the ACCT prepare something in writing to share with fellow Board members. Trustee Ritter inquired if policy dictates providing such a written report. Chair Bryant indicated she would find the answer to that question. Trustee Zimmerman suggested that the Travel Committee could add this to the existing travel policy.

Chair Bryant attended the Michael Golds Memorial Conference, sponsored by Project Bold, which was held at Orchard Ridge on October 2nd and reported that it was an excellent source providing information on ADHD.

Chair Bryant provided a reminder that the 30th anniversary ceremonies for the renaming of the Guest House to the “Doris Mosher Foundation House” are scheduled for Friday, October 23rd, at 2:00 p.m., and everyone is welcome to attend.

7.2 Labor Organizations and Associations

OCCFA President Mary Ston spoke on behalf of the faculty regarding contract negotiations. Ms. Ston expressed that the issues are similar to other times, and that the sentiment is that the Board and Chancellor have a hands-off stance. Ms. Ston appealed to the Board to get this contract settled for the sake of the College, faculty, and students.

Trustee Scott MOVED for the Board to go into Closed Session for the purpose of discussing labor negotiations.

Chairperson Bryant requested a roll call be taken at 8:20 p.m. to go into Closed Session for the purpose of discussing labor negotiations.

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

NAYS: None

Motion Carried

Trustee Scott amended the motion for the Board to go into Closed Session for the purpose of discussing pending litigation and labor negotiations.

Chairperson Bryant requested a roll call be taken at 8:23 p.m. to go into Closed Session for the purpose of discussing pending litigation and labor negotiations.

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

NAYS: None Motion Carried

Trustee Kuhn left prior to the Board returning to Open Session.

The Board of Trustees returned to Open Session after adjournment of the Closed Session at 9:35 p.m.

7.3 Oakland Community College and Police Officers Labor Council (POLC)

Trustee Davis MOVED to approve the collective bargaining agreement with the Police Officers Labor Council covering the period of July 1, 2009 through June 30, 2011.
Trustee Sullivan seconded.

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

NAYS: None Motion Carried

The Board agreed to accept the recommendation of legal counsel regarding resolution of pending litigation.

8 ADJOURNMENT

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

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

NAYS: None Motion Carried

Chairperson Bryant adjourned the meeting at 9:38 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Shirley J. Bryant, Chairperson

Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

ACTION

BOARD AGENDA ITEM 4.1
October 19, 2009

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on October 19, 2009

Margaret Carroll _____ October 20, 2009

FACULTY

Recommendation for Sabbatical Leave at Full Pay

WINTER 2010, SUMMER I 2010 and FALL 2010

January 11, 2010 – December 20, 2010

<u>Hire Date</u>	<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Years Completed</u>
03/07/77	Giangrande, Michael A.	Natural Science Department To study the development, procedures and instrumentation at Wayne State University to support initiatives in OCC's biotechnology and nanotechnology programs	AH	\$96,170	\$45,681	33.0

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.50% of annual base salary per the College budget.

ADMINISTRATIVE – EXEMPT

Interim Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Smydra, Martha R.	Academic and Student Affairs Interim Vice Chancellor (replacement due to employee retirement)	DO	\$66,000	\$5,049	11/09/09 – 05/07/10	X

*Note: The average cost of FICA, for full-time employees is 7.65% of annual base salary per the College budget.

CLASSIFIED – FULL-TIME

Promotion/Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Prieto, Mary J.	CIS Paraprofessional (from Printing Specialist, AH MTEC)	HL	\$24.58/hr.	\$24,285	11/09/09	X

*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.50% of annual base salary per the College budget.

**PUBLIC SAFETY – FULL-TIME
GRANT-FUNDED**

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Meissner, Matthew A.	Public Safety Public Safety Officer (replacement due to employee resignation)	CW	\$20.39/hr.	\$20,145	11/02/09	X

**Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.50% 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>
Brigolin, Stephanie A. (08/31/09)	Children's Center Child Care Assistant	AH	09/22/09	Separation
Doll, Brenda E. (08/31/09)	Children's Center Child Care Assistant	AH	09/22/09	Separation
Jacek, Lynn (07/16/01)	Institutional Research Data Technician (part-time)	AH- MTEC	10/31/09	Retirement