



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 16, 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

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

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

NAYES: None

Motion Carried

1.4 Public Comments/Petitions

None

1.5 Student Presentation

None

1.6 Approval of Minutes

1.6.1 Approval of October 19, 2009 Special Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the October 19, 2009 Special Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of October 19, 2009 Regular Board Meeting Minutes

Trustee Ritter MOVED to accept the minutes of the October 19, 2009 Regular Board Meeting. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer commented on last month's international CIT conference in Detroit hosted by the League for Innovation in the Community College, where he also moderated a keynote session. OCC's attendance at this event was outstanding, including 63 attendees and 12 presenters. Dr. Meyer thanked the 62 volunteers who participated at the conference.

2.2 Staff Reports

Enrollment

Chief Information Officer Andy Hillberry reported that OCC had a 50 percent increase in the first three days of the winter 2010 student enrollment period. Mr. Hillberry added this trend may not hold through the entire period. The final enrollment numbers will be published in January.

Public Safety

Terry McCauley, Director of Public Safety, presented the OCC 2008 Annual Department of Public Safety Report. The report highlights statistical data on calls for service, organizational structure, and projects under development for what is being done currently in public safety. This report appears on the OCC Public Safety website with daily updates.

Foundation

Acting Chief Strategic Development Officer Cheryl Kozell updated the Board regarding the Foundation's 30th Anniversary and the October 23rd renaming and dedication ceremonies of the Guest House to the "Doris Mosher Foundation House." Key speakers at the event were Foundation Board Chair Lee Green, Chairperson Shirley Bryant, Mr. George Mosher and his son Doyle, as well as Mrs. Mosher's brother Doyle Dodge.

2.3 Introduction of New Staff

Dr. Meyer introduced Dr. Marty Smydra, Interim Vice Chancellor of Academic and Student Affairs.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

Mary Ann McGee, College Academic Senate Chair, reported all campus Senates met this past week. The next college-wide Senate Meeting will be held in December.

3.2 Student Reports

Tricia Gonzales, Student Representative, reported on various Student Life activities at the campuses.

At the Auburn Hills campus the SA3 Student Government will be holding a Gleaners Food Drive through November 20th, as well as the International Youth Fellowship organization is hosting a cultural exhibition at its center in Rochester Hills on November 6th that will include choreographed dances and traditional songs from around the world. The Student Life at Highland Lakes is holding a Poetry Night on November 12th, and will also be holding a college-wide leadership conference. Royal Oak Student Life will be hosting a Women and Career Dress on November 24th at the campus atrium.

The Phi Theta Kappa Alpha Omicron Rho Chapter also remains busy holding such events as a Poverty Awareness Exhibit (November 11-24) and a Red Cross Blood Drive (December 2nd) at Auburn Hills and an Annual Warm Clothing collection at Royal Oak/Southfield.

Chairperson Bryant thanked Ms. Gonzales for her three months of reporting to the Board. Trustee Ritter suggested that the Chairperson write a letter for Ms. Gonzales thanking her for her time with the Board.

3.3 Academic Initiatives

Dean of Economic and Workforce Development Services Sharon Miller presented OCC's application to the Healthcare IT Recovery Act Grant. Grant funds would be used to pay for the skill development of the workforce in Health Information Technology. This initiative will address the training needs of incumbent and displaced workers, improve job skills, and coordinate valuable career opportunities in the HIT sector of the Health Care industry. OCC has partnered together for this \$5 million grant with Henry Ford Community

College, Macomb Community College, Baker College, and Davenport University. Each of these partners is a Certified Cisco Networking Academy that provides certification training to the public and business community. If approved for the grant, this curriculum could be rolled out in February 2010, wherein students could come directly to OCC to apply.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

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

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

NAYS: None Motion Carried

Chairperson Bryant congratulated retiree Jo Prescott for 26 years of service at OCC. Ms. Prescott, who was a paraprofessional in the CIS Department at Royal Oak, stated that working at OCC was wonderful and terrific.

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. Currently, there is \$7 million less in property taxes than a year ago. We had anticipated \$6 million less for the budget.

4.2.3 Vice Chancellor Brantley introduced the auditors from Rehmann Robson, Rick DiBartolomeo and his team, Bob, Janelle, and Stacie.

Craig Roshak, a member of OCC's Audit Committee, reported that the committee met on October 27th and discussed the Whistleblower procedures, reviewed the June 30, 2009 financial statements, and discussed the audit findings.

Mr. DiBartolomeo stated that the College's audit report is complete and that the Foundation's audit report will be forthcoming.

Chairperson Bryant thanked Mr. DiBartolomeo, the Audit Committee, and Mr. Brantley and his staff.

4.3 College Facilities

- 4.3.1 The Board of Trustees reviewed the Progress Report – Construction Projects. Chairperson Bryant referenced the OCC Millage-Funded Renovation and Construction Projects booklet that was distributed to the Board.

4.4 Contracts and Purchases

CONSENT AGENDA – CONTRACTS AND PURCHASES

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

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

NAYS: None Motion Carried

Items 4.4.1 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 Medical and Fire Dispatch Training
Oakland Police Academy
Auburn Hills Campus

The Board of Trustees approved the use of Priority Dispatch Corp. to provide Medical and Fire Dispatch Training at a cost not to exceed \$44,520 through December 2010.

4.4.2 ADI Systems Solution Pack
College-Wide

The Board of Trustees approved the purchase of a college-wide software license package from Studica to provide the ADI Systems Solution Pack at a cost not to exceed \$29,995 for use through January 2011.

4.4.3 Interpretive Sign Language Agreement
College-Wide

The Board of Trustees approved an extension with Deaf & Hearing Impaired Services to provide interpreting services at a rate of \$36.00/hr. through December 31, 2010.

4.4.4 Intrusion Alarm Services
Public Safety
College-Wide

The Board of Trustees approved the continued use of Guardian Alarm Company to provide alarm monitoring services, equipment and installation, and systems maintenance through November 2010 at a cost not to exceed \$26,696 annually.

4.4.5 Michigan Asset/Compass Users Group Purchase
College-Wide

The Board of Trustees approved the purchase of COMPASS placement test Scantron sheets from Delta College at a cost not to exceed \$84,700.

4.4.6 Space Rental 2010 Commencement
College-Wide

The Board of Trustees approved the use of The Palace of Auburn Hills for the 2010 commencement ceremony at a cost not to exceed \$50,000.

4.4.7 Technology Enhanced Classrooms
College-Wide

The Board of Trustees approved the use of National Satellite for Technology Enhanced Classroom equipment and installation services at a cost not to exceed \$11,775 per system through December 2010.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5 UNFINISHED BUSINESS

5.1 Investment Management

Vice Chancellor of Administrative Services Brantley noted to the Board that 25 requests for proposal had been sent and that 6 responses were received as reported last month. Following the October Board meeting, an addendum of questions was sent to these six firms. After the responses were reviewed, Mr. Brantley stated that it appeared that only one firm met all the requirements, but it was also the firm with the most expensive fees.

Mr. Brantley spoke of Bill No. 583 that has been passed by the Senate and is waiting for the Governor's signature. This legislation allows community colleges to join CDARS (Certificate of Deposit Account Registry Service), a service that allows network banks to provide customers with full FDIC insurance on CD investments of \$50 million or more. Once this bill is passed, we would ensure that our investments are with institutions who are members of CDARS. Mr. Brantley noted he will research this further.

Trustee Ritter opined that she just can't see us seeking outside services, as Mr. Brantley and his staff have done well to date with OCC's investments.

Trustee Sullivan pointed out that OCC has millions of dollars that are only protected up to \$250,000. He further noted that the most important thing and greatest obligation is to protect our principal.

5.2 Legal Services

Trustee Scott MOVED to approve Butzel Long to serve as legal counsel for Oakland Community College for the next three years ending November 30, 2012. Trustee Ritter seconded.

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

NAYS: None Motion Carried

6 NEW BUSINESS

6.1 Oakland Community College Conflict of Interest and Code of Conduct Regarding the Financial Aid Office (First Reading)

Dr. Meyer advised the Board that this policy is mandated by the federal government, and OCC is required to comply with this policy change.

Trustee Ritter MOVED to approve the first reading of the Oakland Community College Conflict of Interest and Code of Conduct Regarding the Financial Aid Office. Trustee Scott seconded.

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

NAYS: None Motion Carried

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Chairperson Bryant reported that she traveled with the Birmingham Senior Men's Club for a bus tour of OCC's campuses led by George Mosher. She reported that Mr. Mosher's commentary was priceless. The group stopped for a wonderful gourmet lunch at the culinary department at Orchard Ridge.

Trustee Zimmerman inquired what the College is doing to protect students and staff from the H1N1 virus. Clarence Brantley responded that a health and safety group was organized. Spaces have been designated in hallways and student centers to place hand sanitizers. The total supply should be here by the end of November and will be used through the flu season.

Chairperson Bryant introduced Coco Siewert and thanked her for working with the Board in parliamentary procedure. Mrs. Siewert is a nationally registered parliamentarian. Chairperson Bryant also thanked Eric Craymer for his assistance in working with the Board.

7.2 Labor Organizations and Associations

None

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

Chairperson Bryant requested a roll call be taken at 8:25 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 Kuhn left prior to the Closed Session.

The Board of Trustees returned to Open Session after adjournment of the Closed Session at 8:54 p.m.

7.3 Oakland Community College and Oakland Community College Faculty Association (OCCFA)

Trustee Davis MOVED that the Board of Trustees approve the collective bargaining agreement with the Oakland Community College Faculty Association (OCCFA) 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

7.4 Oakland Community College and Teamsters State, County and Municipal Workers Local 214

Trustee Davis MOVED that the Board of Trustees approve the agreement for a new Oakland Community College Teamsters collective bargaining agreement covering the period of July 1, 2009 through June 30, 2012. Trustee Scott seconded.

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

NAYS: None Motion Carried

7.5 Oakland Community College and Teamsters State, County & Municipal Workers Local 214 Management Staff (Part-time)

Trustee Sullivan MOVED that the Board of Trustees approve the collective bargaining agreement with the Teamsters State, County & Municipal Workers Local 214 Management Staff (Part-time) covering the period of July 1, 2009 through June 30, 2012. Trustee Zimmerman seconded.

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

NAYS: None

Motion Carried

7.6 Oakland Community College and Operating Engineers Local #324

Trustee Scott MOVED that the Board of Trustees approve the collective bargaining agreement with Operating Engineers Local 324 covering the period of July 1, 2009 through June 30, 2012. Trustee Davis seconded.

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

NAYS: None

Motion Carried

8 ADJOURNMENT

Trustee Scott 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 8:56 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
November 16, 2009

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on November 16, 2009

Margaret Carroll November 17, 2009

FACULTY

Recommendation For Continuing Contract

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>Purpose</u>
Atkinson, Nahrein S.	Counseling Teaching Faculty	RO/SF	\$64,900	\$30,828	Winter 2010	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Featherstone, Robert T.	Applied and Engineering Technologies Teaching Faculty	AH	\$64,900	\$30,828	Winter 2010	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement
Moon, Mary L.	English Teaching Faculty	AH	\$64,900	\$30,828	Winter 2010	End of probationary period per Article III of the 2006-2009 Faculty Master Agreement

*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.

FACULTY

Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>2009-2010 Fiscal Year Budget</u>
Smith, Kerry L.	Natural Science Teaching Faculty – Biology (from Teaching Faculty @ HL)	AH	\$96,170	\$45,681	01/11/10	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.

MANAGEMENT STAFF – NON-EXEMPT

Reclassification

<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>
Buck, Patrick L.	Student Financial Resources and Scholarships Financial Aid Manager (from Financial Aid Officer to Financial Aid Manager)	AH	\$72,808	\$34,584	11/17/09	X
Jones, Phelicia B.	Student Financial Resources and Scholarships Financial Aid Manager (from Financial Aid Officer to Financial Aid Manager)	RO	\$77,515	\$36,820	11/17/09	X
Lesser, Steven B.	Student Financial Resources and Scholarships Financial Aid Manager (from Financial Aid Officer to Financial Aid Manager)	OR	\$77,515	\$36,820	11/17/09	X
McCord, Wanda F.	Student Financial Resources and Scholarships Financial Aid Manager (from Financial Aid Officer to Financial Aid Manager)	SF	\$77,515	\$36,820	11/17/09	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.

MANAGEMENT STAFF – NON-EXEMPT (cont.)

Reclassification

<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>
Perry, Linda J.	Student Financial Resources and Scholarships Financial Aid Manager (from Financial Aid Officer to Financial Aid Manager)	HL	\$70,456	\$33,467	11/17/09	X
Strong, Sandra M.	Student Financial Resources and Scholarships Financial Aid Manager (from Financial Aid Officer to Financial Aid Manager)	AH	\$65,750	\$31,231	11/17/09	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.

MANAGEMENT STAFF – NON-EXEMPT

Promotion/Transfer

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>2009-2010 Fiscal Year Budget</u>
Skowronski, Lisa A.	Academic and Student Services Manager of Campus Academic Services (from Coordinator of Cooperative Education, OR)	OR	\$77,515	\$36,820	12/11/09	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.

CLASSIFIED – FULL-TIME

Reclassification

<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>
Nadlicki, Leanne M.	Enrollment Services Administrative Specialist (from Level IV to Level V)	DO	\$27.16/hr.	\$26,834	11/23/09	X
Negovani, Ana	Financial Services Accounting Specialist (from Level IV to Level V)	DO	\$25.11/hr.	\$24,809	11/23/09	X
Baron-Lopez, Nestor C.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	RO	\$20.53/hr.	\$20,284	11/23/09	X
Cohen, Staci A.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	OR	\$24.58/hr.	\$24,285	11/23/09	X
Jablonski, Steven	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	OR	\$22.06/hr.	\$21,795	11/23/09	X
Malinowski, Brandie L.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	AH	\$24.58/hr	\$24,285	11/23/09	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.

CLASSIFIED – FULL-TIME (cont.)

Reclassification

<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>
Porter, Latanya D.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	RO	\$21.29/hr.	\$21,035	11/23/09	X
Ronquillo, Julie L.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	HL	\$24.58/hr.	\$24,285	11/23/09	X
Stringer, Valerie R.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	SF	\$22.06/hr.	\$21,795	11/23/09	X
Taylor-Yingling, Kelly K.	Purchasing and Auxiliary Services Bookstore Assistant (from Level III to Level IV)	AH	\$20.53/hr.	\$20,284	11/23/09	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.

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>
Ford, Krystal N.	Student Financial Resources and Scholarships Secretary (from part-time Secretary, AH)	AH	\$15.49/hr.	\$15,304	12/01/09	X
Greiwe, Karen D.	Office of State and Federal Programs Federal/State Program Assistant (from Communications Specialist, DO)	AH	\$22.98/hr.	\$22,704	12/01/09	X
Powell, Andrea D.	Enrollment Services Administrative Specialist (from part-time Business Office Specialist, AH)	DO	\$22.06/hr.	\$21,795	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.

CLASSIFIED – PART-TIME

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>
Andreassi, Kathleen M.	Athletics Dept. Secretary	AH	\$13.49/hr.	\$3,450	12/07/09	X

*Note: The average cost of FICA, retirement and fringe benefits for part-time employees is 24.59% 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>
Adams, David P. (08-26-68)	Marketing Executive Director Marketing	DO	02/28/10	Retirement
Adams, Suzanne K. (09-03-87)	Business Technology Center Program Coordinator	OR	01/31/10	Retirement
Deni, Vincent M. (01/08/79)	Business Teaching Faculty	AH	12/31/09	Retirement
Gaston, Lorean (09/23/96)	Faculty Secretary	SF	10/22/09	Deceased
Kubit, David W. (10/05/09)	Maintenance Facility Technician	HL	11/06/09	Separation
Stephens, Phyllis G. (12/28/89)	Children's Center Child Care Coordinator	HL	05/31/09	Retirement