



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
February 15, 2010
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
Anne Scott, Trustee
Thomas Sullivan, Trustee

Absent

Pamala Davis, Secretary
Tom Kuhn, Trustee
Sandra Ritter, Trustee

1.3 Approval of Agenda

Trustee Scott **MOVED** to remove item 6.3 Committee Policy from the agenda. Trustee Sullivan seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

Trustee Sullivan **MOVED** to remove item 6.1 Amendment of Policy 3.4.2 Approval Limits from the agenda. Trustee Scott seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

Trustee Scott **MOVED** to approve the agenda as amended. Trustee Zimmerman seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

None

1.5 Student Presentation

Dr. Jackie Shadko, President of the Orchard Ridge campus, introduced Chefs Kevin Enright, Department Chair, and Doug Ganhs, instructor and coach for the OCC ice carving team. Chef Ganhs introduced two of his students, Tyler Coleman and Jolie Skwiercz. Tyler and Jolie spoke of their recent win at the National Collegiate Ice Carving Championship in Frankenmuth. They competed with 14 teams across the U.S. and for the third consecutive year took first place at this national event. Tyler and Jolie also placed first and second respectively at the Holland Ice Carving Competition. Jolie also placed first at the Plymouth Ice Carving Competition. They presented a PowerPoint presentation sharing some of their recent carvings.

The next step for these two students is to compete at the annual World Ice Art Championships in Fairbanks, Alaska from February 20 to March 5, 2010.

1.6 Approval of Minutes

1.6.1 Approval of January 25, 2010 Special Board Meeting Minutes

Trustee Sullivan MOVED to accept the minutes of the January 25, 2010 Special Board Meeting. Trustee Zimmerman seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.6.2 Approval of January 25, 2010 Regular Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the January 25, 2010 Regular Board Meeting. Trustee Zimmerman seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Results of Millage Presentations

Dr. Meyer reported on two action events addressing the millage renewal election scheduled for August 3, 2010. The first are the internal millage information sessions. These presentations have been rolled out at all five campuses and District Office, as well as to union leadership, Academic Senate, and at Discipline Day. The second event is the development of the external advocacy group, Supporters of OCC. Dr. Meyer will provide updates at future Board meetings as we start to engage further into both the internal and external community.

2.2 Staff Reports

Financial Aid

Chief Information Officer Andy Hillberry introduced Dean of Enrollment Services Carla Mathews, who in turn introduced Wilma Porter, Director of Student Financial Resources & Scholarships. Ms. Porter provided the Board with a presentation focusing on student disbursements. As of January 28, 2010, the 2009-2010 student financial awards totaled 18,311 in the amount of \$49,912,401. Ms. Porter reported that OCC has lost approximately \$1.5 million in funding from the State.

2.3 Introduction of New Staff

None

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

No report

3.2 Student Reports

No report

3.3 Academic Initiatives

Student Learning Academy

Mary Ann McGee provided an update on the Higher Learning Commission (HLC) Student Learning Academy. This is a college-wide committee reporting to the Vice Chancellor of Academic and Student Affairs. The College chose to participate in the HLC assessment academy in lieu of hosting the HLC monitoring visit to campus.

In November a team was sent to the HLC Assessment Academy. The Student Learning Academy made a proposal to the Cabinet, which they have accepted, to sponsor a mini seminar on the college campus during the next academic year.

Ms. McGee provided the Board with a draft document outlining the Board's roles and responsibilities in assessment of student learning. She asked the Board to review the document and endorse it if they are in agreement.

Chair Bryant stated the Board will review the document and provide suggestions if needed.

4. COLLEGE RESOURCES

4.1 Personnel Recommendations

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

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

4.2 Business and Finance

4.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report.

Trustee Sullivan inquired if there is any new information regarding CDARS. Vice Chancellor of Administrative Services Clarence Brantley responded he is continuing to research this matter. Currently, OCC does business with only three banks that participate in the CDARS program.

Trustee Sullivan asked Mr. Brantley if the costs had yet been determined, and Mr. Brantley replied they had not.

Trustee Sullivan asked what the return on these investments has been. Mr. Brantley did not have the information readily available, but will obtain an answer on this question for Trustee Sullivan.

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

Trustee Sullivan asked that items 4.3.1 through 4.3.3 listed on the Consent Agenda be discussed individually.

4.3.1 <u>Project Name</u>	<u>Project Cost</u>
Emergency Generator, Distribution Panels & Lighting <i>Previously Approved</i>	\$786,400
<u>Orchard Ridge Campus</u>	<i>Proposed Increase</i> <u>199,500</u>
OCC Project No. PF-OR08-007	<i>Revised Total Project Cost</i> \$985,900

Trustee Sullivan MOVED to hold this item over so as to receive additional information. Trustee Zimmerman seconded.

Trustee Sullivan commented that he assumed there were architects and engineers involved initially when this project began. He was surprised that after the inspection there was an increase of approximately \$200,000 because they didn't know that certain dimmer controls couldn't run from the emergency generator or what the serviceable life expectancy was on certain parts, as well as replacement parts no longer being available. Trustee Sullivan wants to know why this wasn't determined up front.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

4.3.2 <u>Project Name</u>	<u>Project Cost</u>
Interior/Exterior Door Replacements	\$473,800
Campus Wide	
<u>Orchard Ridge Campus</u>	
OCC Project No. PF-OR09-011	

Trustee Zimmerman MOVED to discuss this item. Trustee Scott seconded.

Trustee Sullivan inquired as to when these doors were inspected and how could we all of a sudden have 130 doors that need to be repaired or replaced in the amount of almost half a million dollars. He questioned whether there isn't ongoing inspection taking place or was there some great catastrophe that resulted in 130 doors deteriorating. Trustee Sullivan would like additional backup documentation regarding this item.

A discussion took place as to how to move forward with the motion. Trustee Zimmerman withdrew her original motion.

Trustee Sullivan MOVED to hold this item over in order to obtain additional information. Trustee Zimmerman seconded.

Trustee Scott inquired if there was any emergency that needed to be addressed immediately regarding the doors, will there be a problem if we wait a month to address this matter. Clarence Brantley and Jackie Shadko addressed Ms. Scott's inquiry indicating it is not an emergency situation, but it is something that has been in

review for the past year. Instead of fixing a door here and there, a review was made of all the doors to make it more of a cost-effective project.

After an explanation was provided, Trustee Sullivan withdrew his motion.

Trustee Scott 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:

<u>Project Name</u>	<u>Project Cost</u>
Interior/Exterior Door Replacements Campus Wide <u>Orchard Ridge Campus</u> OCC Project No. PF-OR09-011	\$473,800

Trustee Sullivan seconded.

AYES: Bryant, Scott, Sullivan

NAYS: Zimmerman Motion Failed

Trustee Zimmerman would like this item brought back with a more detailed explanation of the costs involved in this project.

- 4.3.3 Trustee Scott 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:

<u>Project Name</u>	<u>Project Cost</u>
Information Technology Communications Wiring Room Expansion Building M <u>Orchard Ridge Campus</u> OCC Project No. PF-OR10-011	\$151,000

Trustee Sullivan seconded for the purpose of discussion.

Trustee Sullivan inquired if this would meet our needs for sometime into the future or will we outgrow it in a couple of years. Chief Information Officer Andy Hillberry confirmed that this will adequately meet the future needs for the expansion.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None Motion Carried

- 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 and 4.4.2 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 4.4.1 through 4.4.2 listed on the Consent Agenda – Contracts and Purchases. Trustee Sullivan seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

4.4.1 Academic Software-Adobe Maintenance Renewal Program College-Wide

The Board of Trustees approved the purchase of the Adobe maintenance renewal program through March 31, 2012 from Dell at a cost not to exceed \$115,947.

4.4.2 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 \$350,000 through December 2010.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

5 UNFINISHED BUSINESS

None

6 NEW BUSINESS

6.1 Amendment of Policy 3.4.2 Approval Limits (First Reading)

This item was removed from the agenda.

6.2 Chancellor's Goals 2009-2010

Trustee Sullivan **MOVED** to approve the Chancellor's Goals for 2009-2010 as presented. Trustee Zimmerman seconded.

Trustee Zimmerman stated for the record that she feels the Chancellor's goals presented to the Board are more operational than goals that should come from the Chancellor.

Dr. Meyer responded that some of the concerns Trustee Zimmerman expressed can be looked at in setting goals for next year.

Chair Bryant clarified that the Board has not yet agreed on an evaluation document.

Trustee Scott also commented for the record that she is not completely comfortable with the goals and is anxious to see how the Board is going to evaluate this process, and hopefully the next time this is addressed it will be a little less operational.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

6.3 Committee Policy (First Reading)

This item was removed from the agenda.

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Chair Bryant updated the audience that the Board continues to work on governance issues. Another Board retreat will be scheduled for sometime in March. Chair Bryant asked Ms. Foster to look into a date that will work for the entire Board.

Trustee Scott commented that she and Dr. Pat Dolly, President of the Auburn Hills campus, had the opportunity to speak to the Pontiac Rotary about OCC's upcoming millage renewal.

7.2 Organizations and Associations

No report

8 ADJOURNMENT

Trustee Scott MOVED to adjourn the meeting, and Trustee Zimmerman seconded.

AYES: Bryant, Scott, Sullivan, Zimmerman

NAYS: None

Motion Carried

Chairperson Bryant adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Shirley J. Bryant, Chairperson

Not present
Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

ACTION

BOARD AGENDA ITEM 4.1
February 15, 2010

PERSONNEL RECOMMENDATIONS

APPROVED: OCC Board of Trustees on February 15, 2010

Margaret Carroll

February 16, 2010

**MANAGEMENT STAFF – NON-EXEMPT
FULL-TIME**

Appointment

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	2009-2010 Fiscal Year <u>Budget</u>
Oszust, Renee A.	Financial Services Budget Analyst (replacement due to employee promotion)	DO	\$54,180	\$25,736	03/01/10	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.

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>
Parlin, Lauren A.	Purchasing & Auxiliary Services Printing Specialist (replacement due to employee promotion/transfer)	AH- MTEC	\$21.44/hr.	\$21,183	02/22/10	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.

SEPARATIONS

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Effective</u>	<u>Reason for Separation</u>
Kozell, Cheryl A. (01/18/93)	Advancement Acting Chief Strategic Development Officer	DO	06-30-10	Retirement