



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
March 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, guests, and our Student Representative from the RO/SF campus, Sherry Rietz. Chair Bryant also introduced Peter Arbour and his daughter Lily, who are in the audience and are interested in learning more about their elected officials.

1.2 Attendance

Present

Shirley Bryant, Chairperson  
Anna Zimmerman, Vice Chairperson  
Pamala Davis, Secretary  
Tom Kuhn, Trustee (arrived 7:27 p.m.)  
Sandra Ritter, Trustee  
Anne Scott, Trustee  
Thomas Sullivan, Trustee

Absent

1.3 Approval of Agenda

Trustee Scott moved to add Student Learning Academy to the agenda as 6.5 under New Business. Trustee Sullivan seconded.

Chair Bryant MOVED to add Audit Committee Update by Craig Roshak to Unfinished Business 5.1. Trustee Davis seconded.

Trustee Davis MOVED to approve the agenda as amended. Trustee Sullivan seconded.

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

NAYS: None

Motion Carried

#### 1.4 Public Comments/Petitions

Gloria Dixon, a student at OCC, addressed the Board regarding registration issues.

#### 1.5 Student Presentation

Dr. Meyer introduced Michele Scott who is a student at the RO/SF campus studying Business Administration. Ms. Scott attended the Senate Subcommittee Appropriation hearings with Dr. Meyer and Trustee Anne Scott on March 1<sup>st</sup> and recounted her positive experience.

Ms. Scott also addressed the Board regarding Weekend College.

#### 1.6 Approval of Minutes

##### 1.6.1 Approval of February 15, 2010 Special Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the February 15, 2010 Special Board Meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

##### 1.6.2 Approval of February 15, 2010 Regular Board Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the February 15, 2010 Regular Board Meeting. Trustee Scott seconded.

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

NAYS: None Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

#### Millage Report

Dr. Meyer provided an update on the millage to the Board. 1) A stakeholder's event was held on March 2 at the MSU Management Education Center. 2) Materials are being put together including a Power Point presentation for the Ambassador Program. The Board is our primary advocate for getting the message of the millage to the public. 3) A list is being compiled for speaking engagements; i.e., Rotary, Chambers of Commerce, etc., where the Board members can be assigned and address these groups regarding the millage. 4) With Cheryl Kozell leaving, Pam Dorris will be transitioning to coordinate the millage effort and the remainder will fall into the Chancellor's office coordinating with Ms. Dorris and the

Cabinet. 5) Lastly, we have to certify our millage proposal to Oakland County by May 25<sup>th</sup> and at the April Board Meeting we will have to seek approval to file for the millage from the Board.

## 2.2 Staff Reports

Dr. Steven Reif, President of the RO/SF campus, addressed the Board on the Respiratory Therapy Program. Dr. Reif reported that based on the outcomes of our 2009 Annual Report of Current Status, the Commission on Accreditation for Respiratory Care reported that OCC's program met or exceeded all currently set "thresholds" for success on each of the required outcome measures. Dr. Reif further reported that enrollment will be increased from 22 to 30 students, and graduation will be changed from August to April. Dr. Reif stated that for the past four years our students have passed all three Board exams at or above 90%.

## 2.3 Introduction of New Staff

Vice Chancellor of Administrative Services Clarence Brantley introduced Renee Oszust, the new Financial Services budget analyst at District Office.

# 3. ACADEMIC AND STUDENT AFFAIRS

## 3.1 Academic Senate Reports

No report.

## 3.2 Student Reports

Dr. Reif introduced Ms. Sherry Rietz as the Student Representative from the RO/SF campus.

Ms. Rietz updated the Board on a variety of the student activities at the campuses.

## 3.3 Academic Initiatives

Dr. Martha Smydra, Interim Vice Chancellor of Academic and Student Services, reported that the committee continues to gather data and work on preparing the response that is due on May 1, 2010 to the Higher Learning Commission. There are five items mentioned in the assurance report that require specific outcomes and expectations. Dr. Smydra indicated that a draft of the report will be forwarded to the Board for comment prior to the April Board meeting.

# 4. COLLEGE RESOURCES

## 4.1 Personnel Recommendations

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

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

NAYS: None Motion Carried

Chair Bryant and Dr. Meyer thanked Cheryl Kozell, Acting Chief Strategic Development Officer, for her past 17 years of service at OCC and expressed how much she will be missed.

Dr. Meyer introduced and welcomed Dr. Richard Holcomb. Through the Board's approval of the Personnel Recommendations, Dr. Richard Holcomb has been hired as OCC's new Vice Chancellor of Academic and Student Affairs.

#### 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 Tax Levy of Operating Millage and Collection of College Taxes

Trustee Ritter MOVED that the Board of Trustees adopt the recommended resolution for the 2010-11 Tax Levy of Operating Millage that a maximum annual tax rate of 1.5844 Mills (\$1.5844 per \$1,000), adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e, of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, be levied for general operating purposes. Trustee Scott seconded.

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

NAYS: None Motion Carried

Trustee Ritter MOVED that the Board of Trustees adopt the Resolution for the Collection of College Taxes for fiscal year 2010-11 be collected in the same manner and at the same time as the 2010 city or township taxes, or in the same manner and at the same time as school district or intermediate school district taxes are being collected by the city or township. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

### 4.3 College Facilities

#### CONSENT AGENDA – MAINTENANCE PROJECTS

Trustee Sullivan asked that items 4.3.1 through 4.3.4 listed on the Consent Agenda be discussed individually.

4.3.1	<u>Project Name</u>	<u>Project Cost</u>
	Asphalt Pavement Replacement Lot G/Pavilion ADA Accessibility <u>Highland Lakes Campus</u> OCC Project No. PF-HL09-011	\$849,500

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 project listed above. Trustee Davis seconded.

Trustee Sullivan asked Mr. Brantley why the project had significantly gone up in cost from its original bid. Mr. Brantley responded that this project was initially for parking lot paving only, but ultimately wound up incorporating additional lighting through Detroit Edison and a paved walkway from the tennis court parking lot to the Pavilion.

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

NAYS: None Motion Carried

4.3.2	<u>Project Name</u>	<u>Project Cost</u>
	Structural Investigation and Repair Building K <u>Orchard Ridge Campus</u> OCC Project No. PF-OR05-008	\$375,000

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 project listed above. Trustee Sullivan seconded.

Trustee Sullivan inquired why the current estimate went up by \$50,000 from the original one. Mr. Brantley indicated that the original estimate was a rough one. Once Building K was more thoroughly inspected as to its foundation shifting, a revised estimate was provided.

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

NAYS: None Motion Carried

4.3.3 <u>Project Name</u>	<u>Project Cost</u>
Emergency Generator, Distribution Panels and 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 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 project listed above. Trustee Sullivan seconded.

Trustee Sullivan inquired about the original and current quote difference. Mr. Brantley informed the Board that the cost difference arose when it was found out that the work that was being done in one area of the building caused a problem with the dimmer switches in another area. This was not anticipated in the original bid.

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

NAYS: None Motion Carried

4.3.4 <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 Ritter 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 project listed above. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

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

#### 4.4 Contracts and Purchases

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

Trustee Scott asked for item 4.4.5 to be removed from the Consent Agenda.

Items 4.4.1 – 4.4.4 listed below on the Consent Agenda were enacted by one motion.

Trustee Davis MOVED to approve items 4.4.1 through 4.4.4 on the Consent Agenda – Contracts and Purchases. Trustee Sullivan seconded.

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

NAYS: None

Motion Carried

4.4.1 Lighting Supplies  
College-Wide

The Board of Trustees approved the purchase of lighting supplies from Graybar at a cost not to exceed \$45,000.

4.4.2 Printing Services for 2010-2011  
College-Wide

The Board of Trustees approved the use of Macomb Printing to provide printing services for the 2010-2011 College Catalog at a cost not to exceed \$70,933.

4.4.3 Waste Removal Services  
College-Wide

The Board of Trustees approved the use of Capital Waste, Inc. for waste removal and recycling services at an estimated expenditure of \$45,576.

4.4.4 Microscopes  
Southfield Campus

The Board of Trustees approved the purchase of 29 microscopes from W. Nuhsbaum, Inc. at a cost not to exceed \$38,638.

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

4.4.5 Affiliation Agreement with Great Lakes Athletic Club  
Exercise Science and Technology Program  
Highland Lakes Campus

Trustee Ritter MOVED to approve the College to enter into an agreement with Great Lakes Athletic Club, 3800 Baldwin Road, Orion, MI 48359, and authorize the Chairperson to execute the agreement. Trustee Kuhn seconded.

Trustee Scott inquired as to the cost involved in entering into this agreement. Dr. May responded that there is no cost involved.

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

NAYS: None

Motion Carried

## 5 UNFINISHED BUSINESS

### 5.1 Audit Committee Update – Craig Roshak

Chair Bryant introduced Craig Roshak, the new chair of the Audit Committee. Mr. Roshak distributed a packet to the Board, which he reviewed with them. The first document

Mr. Roshak addressed was the Quarterly Report on Audit Committee Activities. Some of the items included in the report were the Whistleblower RFP process, action plans progress reports for internal control audit, and the replacement process to address the resignation of member Tom Timko. Mr. Roshak thanked Anne Scott for her hard work as the previous Audit Committee chair.

Mr. Roshak also discussed the report and recommendations related to the Whistleblower Hotline Policy and Services. He relayed that in the most recent Auditor's Comments and Recommendations on Internal Controls dated November 6, 2009, the external auditors identified that the College has no mechanism in place to facilitate the reporting of fraudulent or unethical behavior. They also recommended that the College have a process and policy in place and implement a fraud hotline. It is the recommendation of the Audit Committee to have the Board direct the College Administration to establish an Ethics/Whistleblower process policy to address allegations and/or evidence of fraud, waste, and abuse related to College activities. The Committee further recommended two companies that would be able to implement the whistleblower hotline.

Trustee Scott thanked Mr. Roshak and everyone on the committee for their hard work and dedication in compiling the information for the whistleblower's hotline. Ms. Scott advised the Board that part of the quote from these two companies involves the start up process. The hotline will cover fraud and abuse, but not ethics.

Trustee Kuhn asked if we could add these two recommendations to the April agenda, so that the Board could receive all background information.

## 6 NEW BUSINESS

### 6.1 Policy 3.4.2 - Revised (First Reading)

Trustee Davis MOVED to approve the first reading of the revisions to Policy 3.4.2. Trustee Sullivan seconded.

Trustee Kuhn MOVED to amend the motion to include quarterly reports. Trustee Sullivan seconded.

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

NAYS: Zimmerman

Motion Carried



Trustee Davis MOVED to amend the spending limit under Section III (D) from \$100,000 to \$50,000. Trustee Scott seconded.

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

NAYS: Zimmerman Motion Carried

Trustee Sullivan asked that the second reading be moved to the May Board meeting, and the Board agreed.

The Board then voted on the original motion incorporating the two amendments.

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

NAYS: None Motion Carried

## 6.2 Travel and Expense Policy

Trustee Kuhn MOVED to approve the first reading of the revised Travel and Expense Policy noting a couple of changes suggested by Board members. In policy 1.6.5 under item D, the new wording is "Other than travel to and from an event, a Trustee shall be reimbursed for no more than one day before or one day after the official meeting dates." Under K, "All expenses shall be supported by an original receipt or copy, whenever possible." Trustee Sullivan seconded.

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

NAYS: None Motion Carried

The Board agreed to have the second reading for this item at the May Board meeting.

Chair Bryant thanked the Travel Committee members Trustees Kuhn, Sullivan, and Scott for service on the committee.

## 6.3 Agenda Policy (First Reading)

Trustee Kuhn MOVED to postpone this item until May pending further input from the Board. Trustee Sullivan seconded.

Trustee Kuhn explained that he is concerned about the language and feels additional Board input is necessary.

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

NAYS: None Motion Carried

#### 6.4 Investment (CDs)

Trustee Ritter MOVED to postpone this item until the May Board meeting in order to be provided with additional information. Trustee Kuhn seconded for purpose of discussion.

Trustee Sullivan expressed his concerns regarding troubled banks. He indicated that OCC has money in some of these institutions that exceeds the FDIC insured rate and has CDs in some of these banks that have poor ratings. Trustee Sullivan stated that the Board should adhere to the investment policy that was approved at the March 2009 Board meeting. It is Trustee Sullivan's recommendation that when the CDs mature we do not go over the limit and do not put money in banks with zero ratings. Trustee Sullivan expressed that if the Board didn't make these changes on a timely basis when the CDs mature, the Board would not be acting as good stewards to the College and taxpayers.

Trustee Kuhn asked Mr. Brantley if any of the CDs will be maturing before the May meeting. Mr. Brantley responded that a CD with Independent Bank will expire on April 16<sup>th</sup>. Trustee Kuhn asked Mr. Brantley what his usual process is when a CD reaches maturity. Mr. Brantley reviews the current bank and checks around what other banks are offering. OCC currently has CDs with four separate banks.

AYES: Davis, Ritter, Scott, Zimmerman

NAYS: Bryant, Kuhn, Sullivan Motion Carried

Trustee Kuhn MOVED that prior to the May vote no money be reinvested with Independent Bank of East Michigan. Trustee Ritter seconded.

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

NAYS: None Motion Carried

Trustee Ritter asked if it would be possible to schedule a time to meet with Dr. Meyer and Mr. Brantley in order to discuss this matter and obtain the information needed to make a decision.

#### 6.5 Student Learning Academy

Trustee Scott reported that today the Board reviewed the Student Learning Academy Assessment Roles and Responsibilities of the Board of Trustees document, and the Board will accept timely reports for monitoring and will assume any other responsibilities as may arise.

Chair Bryant commented that this was a unanimous decision.

## 7 COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Ritter stated that the Board has identified five goals to work on: 1) self evaluation, 2) positive leadership role in the millage campaign, 3) tracking the strategic plan performance, 4) define the decisions and actions it owns, and 5) review existing policies to capture the values of the Board.

Trustees Scott and Ritter both expressed it was an honor to represent OCC at the National Legislative Summit held in Washington, DC in March. They visited with all the representatives or aides from our area.

Trustee Ritter distributed the AACC 2010 Fact Sheet to the Board. Trustee Scott also distributed a packet to Board members from her Washington, D.C. trip.

### 7.2 Organizations and Associations

No report.

## 8 ADJOURNMENT

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

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

NAYS: None Motion Carried

Chairperson Bryant adjourned the meeting at 9:24 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  
March 15, 2010

### *PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on March 15, 2010

*Margaret Carroll*

March 16, 2010

**ADMINISTRATIVE – EXEMPT**

**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>
Holcomb, Richard E.	Academic and Student Affairs Vice Chancellor (replacement due to employee retirement)	DO	\$130,000	\$61,750	07/01/10 – 06/30/12	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.

## 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>
Andersen, Robert W.	Humanities Teaching Faculty	AH	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Bolger, Athena M.	Culinary Teaching Faculty	OR	\$62,119	\$29,507	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Conway, Wendy J.	Mathematics Teaching Faculty	HL	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Driscoll, Richard O.	Applied & Engineering Technologies Teaching Faculty	AH	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Droba, Aletia J.	Humanities Teaching Faculty	RO/SF	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Flores, Kelly L.	Communication/Humanities Teaching Faculty	HL	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 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

### Recommendation For Continuing Contract (continued)

<u>Name</u>	<u>Department</u>	<u>Campus</u>	<u>Annual Salary</u>	<u>Benefits Cost*</u>	<u>Effective</u>	<u>Purpose</u>
Lamb, Richard V.	Science Teaching Faculty	RO/SF	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Mazzocco, Gayle L.	Health Professions & Technologies Teaching Faculty	HL	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
McAllister, Emily H.	Mathematics Teaching Faculty	HL	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Myers, Michael A.	Health Professions & Technologies Teaching Faculty	AH	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Robinson, Michael D.	Library & ASC Non-Teaching Faculty	AH	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 Faculty Master Agreement
Seiler, Julie H.	Human Sciences Teaching Faculty	OR	\$64,900	\$30,828	Fall 2010	End of probationary period per Article III of the 2009-2011 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.

**SEPARATIONS**

<b><u>Name</u></b>	<b><u>Department</u></b>	<b><u>Campus</u></b>	<b><u>Effective</u></b>	<b><u>Reason for Separation</u></b>
Boussum, James L. (01/20/69)	Information Technologies Media Services Technician	OR	06/30/10	Retirement
Greenfield, Ashley M. (09/29/08)	Institutional Research Interviewer – part-time	AH	01/26/10	Resignation