



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
September 20, 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  
Pamala Davis, Secretary  
Tom Kuhn, Trustee  
Sandra Ritter, Trustee  
Anne Scott, Trustee  
Thomas Sullivan, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Sullivan MOVED to accept the agenda. Trustee Davis seconded.

Trustee Ritter asked that item 5.3 be amended to read: Update on Cabinet Evaluation Plan.

Chair Bryant asked for a vote to approve the amendment.

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

NAYS: None Motion Carried

Chair Bryant asked that a vote be taken to approve the agenda as amended.

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

NAYS: None Motion Carried

#### 1.4 Public Comments/Petitions

Debbie Macon from West Bloomfield addressed the Board as to item 5.1 Televising Board Meetings. She stated that there are a number of community-based and municipal cable outlets that may be able to assist in broadcasting these meetings, and she would be happy to share this information with the Board.

Gerald Faye, Orchard Ridge faculty member, mentioned that when he spoke at the August Board meeting under 7.2 Labor Organizations and Associations, he had made the following statement: “For 45 years this College serviced the community, and I think it is probably the real reason the millage passed.” He would like this sentence added to the August minutes. Chair Bryant agreed to have this addition made to the minutes.

#### 1.5 Student Presentation

None

#### 1.6 Approval of Minutes

##### 1.6.1 Approval of August 16, 2010 Regular Board Meeting Minutes

Trustee Scott MOVED to accept the minutes of the August 16, 2010 regular Board meeting as amended to include Mr. Faye’s sentence. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

## 2. CHANCELLOR’S REPORT

### 2.1 Chancellor’s Comments

Dr. Meyer reported that the Foundation Golf Outing raised approximately \$28,000 toward student scholarships. The event was extremely well supported with 119 golfers, and Adecco Staffing took first place. Dr. Meyer thanked everyone for their involvement.

Dr. Meyer continued that we will be changing the format a bit under Staff Reports by providing regular updates on a number of College operations. We will begin with enrollment this month, human resources next month, and then we will start to visit the campuses. Later into the year we will focus on the budget and IT.

Also, Dr. Meyer commented that we are going to start a series of strategic conversations arising from some of the work that CPC is doing. For the past two years CPC has been working on elements that identify student success. We have three areas of student success. One is college readiness. Another is employment readiness. The last one is transfer readiness to continue on with a student’s education. We are also embarking on a program

called “Achieving the Dream,” which is a national program that looks specifically at student success and self-improvement. It has standard benchmarks by which we are going to be measuring ourselves as it relates to student success that we can report on and contribute nationally.

## 2.2 Staff Reports

Enrollment – Vice Chancellor of Academic and Student Affairs Richard Holcomb provided an update on student enrollment. College-wide student credit hours are 252,476.50, which increased by 3.4% from last year and 25.1% over a five-year period. College-wide student headcount is 28,984, which increased by 3.1% from last year and 20.2% compared to fall of 2006. College-wide credit hours per student of 8.71 increased 0.3% since last year and 4.1% since fall 2006.

Trustee Zimmerman asked what challenges the College is facing with the enrollment being at the level it is. Dr. Holcomb replied that we have a reduced number of staff and technology services available. We may also have to change the way we schedule some of our classes in order to accommodate additional students. In addition to offering some of our courses in the classroom, we could look into offering them online, which would then free up classrooms in which to offer other classes.

Trustee Scott asked how many of our campuses offer weekend classes. Dr. Holcomb responded that all of the campuses offer weekend classes, but Southfield campus offers the most.

Trustee Ritter stated that if we opt to have 50% of our classes online wouldn't that create a problem for those individuals who cannot afford a home computer. Dr. Holcomb replied that OCC has computers available for students use. Trustee Ritter asked if we would have to make those bigger, but Dr. Holcomb didn't believe so. The computers would be available for use in the evenings or on the weekends.

## 2.3 Introduction of New Staff

President Patricia Dolly of the Auburn Hills campus introduced new employees Evelyn Chan, Business teaching faculty; Linda Britton, Mathematics teaching faculty; and Michelle Samtouni, Social & Behavioral Science teaching faculty. She also introduced William Isanhart, who is now serving as interim dean of student and academic services.

President Steven Reif of the Royal Oak/Southfield campuses introduced David West, Science teaching faculty.

# 3. ACADEMIC AND STUDENT AFFAIRS

## 3.1 Academic Senate Reports

College Academic Senate Chair Mary Ann McGee indicated that the first Senate meeting will be held later in the week, and she will have an update to present at the next Board meeting.

### 3.2 Student Reports

Chair Bryant introduced Kimberly Vettraino, who will serve as the student representative to the Board for the months of September, October, and November. Kimberly, who is the President of Phi Theta Kappa at the Highland Lakes campus, is pursuing an associates' degree in liberal arts. Ms. Vettraino updated the Board on a variety of the student activities at the campuses.

### 3.3 Academic Initiatives

None

## 4. COLLEGE RESOURCES

### 4.1 Personnel Recommendations

Trustee Sullivan **MOVED** to approve the attached Personnel Recommendations. Trustee Zimmerman seconded.

AYES: Bryant, Davis, Kuhn, Ritter, 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 Zimmerman asked for an update on UBS and the issues they are having with the government with regards to how they are doing business. Vice Chancellor of Administrative Services Clarence Brantley responded that they continue to monitor UBS, but all of our banking looks good.

Trustee Scott asked where we stand with Citizens Bank. Mr. Brantley replied that due to Citizens' standing with Bauer Financial, it does not meet OCC's criteria at this time.

#### 4.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

Trustee Scott was pleased to announce that so far this year all of our expenses are under budget.

### 4.3 College Facilities

<u>4.3.1 Project Name</u>	<u>Projected Cost</u>
Auto Lab, Diesel Lab, Construction Lab and Landscaping Lab – Lighting Replacement Building A <u>Auburn Hills Campus</u> OCC Project No. PF-AH10-011	\$162,100

Trustee Scott MOVED that the Board of Trustees grant authority to the College's Construction Manager, George W. Auch Company, for the purpose of entering into a construction contract for the above-referenced project. Trustee Davis seconded.

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

NAYS: None Motion Carried

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

Mr. Brantley reported that as we are nearing the end of our current millage in December 2011, all of our millage dollars have been allocated.

Trustee Ritter asked what our rubric is for new projects. Mr. Brantley stated that the goal is to put academic planning ahead of facility planning. The large part of the money will go toward the maintenance of our 60 buildings.

Trustee Ritter further inquired as to the systematic approach that will be used for refurbishing, etc. Mr. Brantley indicated that a 20-year plan has been implemented to follow maintenance matters.

Trustee Zimmerman asked if the large projects are basically completed. Mr. Brantley stated that board item 4.3.1 – the Auto Lab, Diesel Lab, Construction Lab, and Landscaping Lab is a large project that is still on the drawing board. There is also the HVAC and gym floor at Orchard Ridge that needs to be dealt with once the new millage starts.

Trustee Zimmerman also inquired where the \$25 million surplus is going, and Mr. Brantley responded that these dollars have been reallocated to other projects.

Trustee Sullivan asked what is the percentage of the \$25 million as to savings. Mr. Brantley replied it is 20%.

### 4.4 Contracts and Purchases

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

Trustee Sullivan requested that items 4.4.1 and 4.4.3 be removed from the Consent Agenda.

Items 4.4.2 and 4.4.4 listed below on the Consent Agenda – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Ritter MOVED to approve items 4.4.2 and 4.4.4 listed on the Consent Agenda – Contracts and Purchases. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

4.4.2 Alternative Energies Trainers  
Auburn Hills Campus

The Board of Trustees approved the purchase of the Amatrol Wind Turbine and Mechanical Drives Training Systems from Applied Technology Systems at a cost not to exceed \$203,580.

4.4.4 Affiliation Agreement with Tri County Medical Professionals  
Health Care Administration  
Southfield Campus

The Board of Trustees approved the College entering into an agreement with Tri County Medical Professionals, 210 West Highland Road, Suite 210, Highland, Michigan 48357, and authorized the Chairperson to execute the agreement.

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

4.4.1 Accident Investigation Training  
Oakland Police Academy  
Auburn Hills Campus

Trustee Sullivan inquired as to how many students participate each year. Auburn Hills President Patricia Dolly responded approximately 70 students participate per year.

Trustee Ritter expressed her concerns that we are training students who won't be able to find jobs in the area and will have to leave the state. She asked how many students will be able to find work in Michigan, and specifically Oakland County. President Dolly said that matter is being looked at. However, some students are taking the classes for obtaining certification in the skill sets.

Trustee Scott echoed Trustee Ritter's concerns with regards to the fire academy.

President Dolly said that the programs would not be cancelled, but the College may not offer as many classes in the future.

Trustee Kuhn MOVED that the Board of Trustees approve the use of Michigan State University to provide a series of Accident Investigation Courses at a cost not to exceed \$69,000 through December 2011. Trustee Davis seconded.

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

NAYS: Ritter Motion Carried

4.4.3 Land Lease Agreement  
U.S. Department of Transportation  
Federal Aviation Administration  
Highland Lakes Campus

Trustee Davis MOVED that the Board of Trustees approve the College entering into a lease agreement with the United States of America on behalf of the U.S. Department of Transportation Federal Aviation Administration and authorized the Chairperson to execute the agreement. Trustee Ritter seconded.

Mr. Brantley provided some background that this lease was established in 1986 for aviation purposes with the federal government. The lease is due to expire soon with no financial impact to either party. Mr. Brantley would like to incorporate one modification into the lease that being a one-year termination clause for either party. He plans to put a termination clause into all of his contracts.

Trustee Davis inquired if this is tied into the Pontiac Airport, and Mr. Brantley said he was not sure.

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

NAYS: None Motion Carried

## 5 UNFINISHED BUSINESS

### 5.1 Televising Board Meetings

The Board discussed the issue of their meetings being televised. It was agreed that if the Board were to proceed with this that it should be done in a professional looking manner. Chair Bryant asked Dr. Meyer to provide a detailed report outlining the plan and costs involved in broadcasting the board meetings on cable in a professional manner. Dr. Meyer is going to provide information to the College regarding the taping costs of the September 20<sup>th</sup> board meeting.

### 5.2 Cost of Textbooks

Trustee Scott commented that it is still very expensive for our students to obtain textbooks. She stated there is a process where printers can print textbooks locally with written permission at a fraction of the cost to purchase the books. Trustee Sullivan inquired if this is

legal. Trustee Scott replied that the printer who spoke with her is very reputable, but she does not have all of the answers. She believes there is a bill in Michigan legislature addressing this, but she didn't have any additional information on the bill. Trustee Scott is just requesting Administration check into it.

Trustee Scott MOVED that the Board of Trustees recommend Administration look into the printing of a textbook process. Trustee Davis seconded.

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

NAYS: None

Motion Carried

### 5.3 Update on Cabinet Evaluation Plan

Dr. Meyer said that this is an ongoing conversation with the campus presidents that has been taking place since this summer. They are trying to determine what is the role of campus presidents, and what is the role of the vice chancellor of academics, and the whole idea of academic leadership and how is that recognized in the form of an evaluation plan. We are moving forward with dispatch to make sure that we come up with a plan that recognizes primarily the measures of academic performances, especially as moving the College forward in relation to the Strategic Plan. We are looking at putting together an evaluation process at least initially for the academic, after which we will have a discussion with the Cabinet.

Trustee Ritter inquired if that is separate from the equity issue. Dr. Meyer responded that he is holding it separate in this discussion as the Board item says Cabinet Evaluation Plan. Trustee Ritter stated that this item was put back on the agenda as the Board was tying the evaluation, or a systemic way of evaluating people, with the idea that there would be equity for the positions. But but from that time on, the Board would be using the plan that is being worked on with regards to the evaluation.

## 6 NEW BUSINESS

### 6.1 Arts, Beats and Eats/Foundation Scholarship Contribution

Royal Oak/Southfield President Steve Reif reported that OCC was approached by the City of Royal Oak to utilize the College's parking structures in Royal Oak for the Arts, Beats & Eats event. "Without the use of our parking structures, the event would not be viable, which put OCC in a compromising position," said Steve Reif. He further stated that nothing in the contract stipulated where the money would go. Chair Bryant interpreted that the money would go to the foundation scholarship fund. Trustee Ritter stated that monies made have to go into the general fund, and the Board will determine what is done with it, although Trustee Ritter is in favor of the money benefiting the students. Dr. Reif was promised an update report by the City of Royal Oak by September 15<sup>th</sup>, which he has yet to receive. Chair Bryant asked that an update be presented at the October meeting.



## 6.2 Oakland Community College Dorms

Trustee Scott MOVED that the Board of Trustees ask that a committee be appointed to look into dorms on our campuses. Trustee Davis seconded.

Trustee Scott stated that there are several Michigan community colleges that have built dormitories in the past two years, which is not part of the community college structure. The majority cited it as a positive experience. Trustee Scott indicated there is a way to do this without utilizing taxpayers' dollars – it can be privately funded. She cited several reasons for the benefits of dorms, including recruiting out-of-state athletes, building relationships with the global community, and offering affordable education to students who think that they need the lifestyle of being in a dorm.

Trustee Sullivan mentioned that according to Dr. Holcomb's report earlier in the meeting, we may have too many students. He queried why would we want to attract more students when we would be unable to accommodate them. Secondly, Trustee Sullivan asked if Trustee Scott was looking at dormitories on just one campus or all of the campuses. Trustee Scott responded that all she wants at this time is a committee to look at the situation and come back and give the Board a report.

Trustee Ritter asked if Trustee Scott was looking for a needs analysis for housing for students or for funding sources or for a way to build relationships with the global community – what would be the aim? Trustee Scott said athletics would be one area and finance another - global students coming and paying triple tuition. But, she wants the committee to come back with the pros and cons of this idea.

Chair Bryant mentioned that with our O2O program, Oakland University has dorms that may be able to be utilized.

AYES: Davis, Ritter, Scott

NAYS: Bryant, Kuhn, Sullivan, Zimmerman

Motion Failed

## 7 COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Ritter thanked the Department of Public Safety for the 2010 Annual Report that was mailed to the Board. She was wondering if there would be any discussion on this in terms as how it relates to student success and learning and feeling safe on campus. She feels there is a lot to say to our community regarding that safety issue.

Trustee Scott informed everyone that she will be attending the MCCA Board of Directors Meeting at West Shore Community College on October 15-16. If anyone has concerns they would like addressed at this meeting, please contact her.

Chair Bryant asked Dr. Meyer what OCC is doing about developmental education. It is her understanding that 40% of our students are not prepared in literacy and 70% are not prepared for the math they will encounter at OCC. She would like to know if Project Bold is part of this and, if so, how do they fit into this. It was agreed this was a concern of the entire Board and will be on next month's agenda. Dr. Meyer concurred it is an important issue, and we as a college have an obligation to address this issue and that needs to be part of the larger programming that is being looked at, as well.

Trustee Ritter requested that at some future time the Board be informed about the early college program at Orchard Ridge, and Dr. Meyer said that can be done.

Trustee Sullivan appreciated hearing from George Potter today at the Board's special meeting, and he looks forward to the Board's future relationship with him. Chair Bryant explained that Mr. Potter will be helping the Board create a chancellor evaluation and will be assisting the Board with their governance issues. The Board will be meeting again with Mr. Potter on October 18<sup>th</sup>.

## 7.2 Organizations and Associations

OCCFA President Nick Valenti addressed the Board about a matter he brought up several months ago regarding changing the agenda to have the unions' comments more toward the beginning of the agenda. Trustee Scott said this would require a policy change. Chair Bryant apologized to Mr. Valenti that it had not been addressed earlier, and that this item would be considered on the October agenda.

## 8 ADJOURNMENT

Trustee Ritter **MOVED** to adjourn the meeting, and Trustee Zimmerman seconded.

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

**NAYS:** None

Motion Carried

Chairperson Bryant adjourned the meeting at 8:35 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

*PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on September 20, 2010

Margaret Carroll September 21, 2010

**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>2010-2011 Fiscal Year <u>Budget</u></b>
Alli, Jason T.	English as a Second Language Faculty – Teaching (replacement due to employee leave of absence)	RO/SF	\$25,110	\$6,795	09/02/10 – 12/20/10	X

\*Note: The average cost of FICA and retirement is 27.06% of annual base salary per the College budget

**MANAGEMENT STAFF – 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>2010-2011 Fiscal Year <u>Budget</u></b>
Williams, Susan E.	Human Resources Administrative Assistant (replacement due to employee retirement)	DO	\$48,350	\$22,486	10/04/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 46.41% of annual base salary per the College budget

**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>2010-2011 Fiscal Year <u>Budget</u></b>
Baker, Amy J.	Financial Services Administrative Specialist (replacement due to employee retirement)	DO	\$22.06/hr.	\$21,295	10/04/10	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 46.41% of annual base salary per the College budget

**PUBLIC SAFETY – FULL-TIME**

**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>2010-2011 Fiscal Year <u>Budget</u></b>
Franzoni, John A.	Public Safety Department Public Safety Officer (replacement due to employee retirement)	CW	\$20.39/hr.	\$19,683	09/21/10	X
Zumbrunnen, Keith R.	Public Safety Department Public Safety Officer (replacement due to employee retirement)	CW	\$20.39/hr.	\$19,683	09/21/10	X

**PUBLIC SAFETY – FULL-TIME**

**GRANT-FUNDED**

**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>2010-2011 Fiscal Year <u>Budget</u></b>
Ketelhut, Laura M.	Public Safety Department Public Safety Officer (replacement due to employee retirement)	CW	\$20.39/hr.	\$19,683	09/21/10 – 09/20/11	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 46.41% 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>
Gedz, Zina C. (10/29/70)	Library Paraprofessional	AH	09/30/10	Retirement
Kennaley, Robert M. (09/05/06)	Public Safety Department Public Safety Officer	OR	09/10/10	Resignation