



**OAKLAND COMMUNITY COLLEGE®**

**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
February 14, 2011  
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 Chair Kuhn who welcomed all staff and guests.

1.2 Attendance

Present

Thomas Kuhn, Chair  
Daniel Kelly, Vice Chair  
Pamala Davis, Secretary  
Thomas Sullivan, Treasurer  
Shirley Bryant, Trustee  
Sandra Ritter, Trustee  
Anna Zimmerman, Trustee

Absent

None

1.3 Approval of Agenda

Trustee Kelly MOVED to approve the agenda, and Trustee Bryant seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

None

1.5 Student Presentation

None

## 1.6 Approval of Minutes

### 1.6.1 Approval of January 24, 2011 Special Board Meeting Minutes

Trustee Ritter MOVED to accept the minutes of the January 24, 2011 special board meeting. Trustee Bryant seconded.

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

NAYS: None Motion Carried

### 1.6.2 Approval of January 24, 2011 Regular Board Meeting Minutes

Trustee Ritter MOVED to accept the minutes of the January 24, 2011 regular board meeting with two additions. First, Trustee Ritter indicated she had neglected to request at the January meeting that Anne Scott's resolution be included into the minutes. Second, she asked that Trustee Zimmerman's comments at the January meeting be added to page 8 of the minutes under Executive Employment Agreements. Trustee Ritter indicated that Trustee Zimmerman had addressed the issue of putting the contracts together for the Cabinet. At the meeting, Trustee Zimmerman raised the point "... that it is the Chancellor's Cabinet, that they work for him and not for the Board, and that it is more proper for him to put the contracts together than the Board." Trustee Davis seconded.

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

NAYS: None Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Dr. Meyer addressed the College's redesign process with the Board. The College has been in intensive discussions around redesign and looking at how we need to position ourselves to be fiscally responsible, as well as the quest for excellence. Dr. Meyer distributed a schematic to present an understanding of where we are in the process and how far the process is going to take us, so that we can build some collective expectations. The schematic showed all of the interactions going on as we assemble all of the information developed. Dr. Meyer further went on to explain the activities and deadlines. There are two salient points: One, it represents an opportunity for everyone in the College to have input at one or more levels. Second, it uses the time-honored organizations within OCC to plan the future.

Trustee Ritter commented that it looks like the Board only reacts to this, whereas everyone else has involvement. She inquired as to how the Board will become involved as the Board has the ultimate responsibility and reports to the public. Dr. Meyer responded for the most part the traditional structures (senate, councils, and committees) that normally function within the College are being used to review academic and administrative activities for

efficiencies and effectiveness. Their reports will be rolled up into a plan to achieve the revenue targets presented in the past to the Board. [The only difference in this exercise: instead of maintaining status quo or growing institutional capacity, the College is working to reduce operations to match future revenues.] An articulated plan will come before the Board for review. Trustee Ritter responded that as someone who has been elected to this Board, it is important for her to understand and partake and represent the greater public in this discussion.

Trustee Zimmerman inquired if the dates noted on the schematic are firm or approximate dates. Dr. Meyer indicated for the most part they are intended dates, but if extra time is required for completion, that will be acceptable. Trustee Zimmerman requested that the Board receive periodic updates prior to the final approval stage. Trustee Bryant noted her support of receiving updates.

Trustee Ritter commented that it would be helpful if she had the background information from all of the entities listed on the schematic, so that as it starts to materialize into a final redesign, the Board will understand what the thought process was behind it. She continued that just to get a finished product does not help her understand the process, so she looks forward to receiving the documentation.

Dr. Meyer announced that the State of the College address had over 1,600 website hits. Based on the numbers, Dr. Meyer suggested that in addition to broadcasting their monthly meetings, the Board may wish to look at also webcasting their meetings.

Trustee Zimmerman inquired if we overloaded our computer system during the State of the College address. Interim Chief Strategic Development Officer Sharon Miller responded that we did during the live broadcast, but it was due to our external provider. Chief Information Officer Andrew Hillberry commented that the students and classes were not affected.

## 2.2 Staff Reports

Enrollment – Mr. Hillberry presented the Official Enrollment Winter 2011, One-Tenth Day Session (01/21/2011) Report. He informed the Board that the college-wide student credit hours (250,463) decreased by 0.6% compared to last year at this time, but over the five-year period of 2007-2011 increased by 29.7%. He further commented that the student headcount (29,391) increased by 0.4% since last year and increased 24.4% over the five-year period. Lastly, Mr. Hillberry reported that the college-wide credit hours per student (8.52) have decreased by 1.0% since last year, but has increased by 4.3% over the past five years.

## 2.3 Introduction of New Staff

Sharon Miller introduced Audra Westberg, who joined the Economic and Workforce Development Department as the business services manager.

Royal Oak/Southfield President Steve Reif introduced Hanny Othman, who is part of the CIS teaching faculty at the RO/SF campuses.

Chair Kuhn introduced and congratulated Noreen Ruehs who is retiring after 27 years with OCC. Mrs. Ruehs is currently a counselor at the Royal Oak campus. When asked to make a few comments, Mrs. Ruehs thanked her department, Dr. Reif, Dr. Meyer, and the Board for having given her the opportunity to do what she loves.

### **3. ACADEMIC AND STUDENT AFFAIRS**

#### 3.1 Academic Senate Reports

None

#### 3.2 Student Reports

Tricia Melnikov, a student at the Auburn Hills Campus, updated the Board on a variety of student activities at the various campuses for the month of February.

#### 3.3 Academic Initiatives

None

### **4. COLLEGE RESOURCES**

#### 4.1 Personnel Recommendations

Trustee Bryant MOVED to approve the attached Personnel Recommendations. Trustee Zimmerman seconded.

AYES: Bryant, Davis, Kelly, Kuhn, Ritter, 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.

##### 4.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report. Vice Chancellor of Administrative Services Clarence Brantley reported that the College is on target with its property tax revenue projections that being \$10 million less than last year at this time. He also stated that tuition and fees are up \$5 million from last year at the same time.

#### 4.2.3 Preliminary Budget 2011-2012 and 5-Year Projection

Mr. Brantley presented a PowerPoint presentation outlining OCC's 2011-2012 Budget Tuition Projections Analysis to the Board.

The following are some of the Board's comments with regards to Mr. Brantley's presentation:

Trustee Sullivan inquired if the increases may ever vary in between in-district, out-district, and out-state. Mr. Brantley responded that all three receive the same percentage increase.

Trustee Ritter commented about keeping in-district tuition affordable for Oakland County students and residents, while considering increasing the out-district and out-state district tuition fees.

Trustee Zimmerman stated that OCC remains the lowest in tuition rates of all of the Michigan community colleges.

Trustee Sullivan stated that we took pride in advertising during the millage campaign that OCC had the lowest tuition rates. He further went on to say that we could raise the tuition by 5% and still remain the lowest in tuition rates.

Chair Kuhn asked for an update from Mr. Brantley for the March meeting.

#### 4.3 College Facilities

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

#### 4.4 Contracts and Purchases

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

Items 4.4.1 to 4.4.2 listed below on the Consent Agenda – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Bryant **MOVED** to approve items 4.4.1 to 4.4.2 on the Consent Agenda - Contracts and Purchases. Trustee Sullivan seconded.

**AYES:** Bryant, Davis, Kelly, Kuhn, Sullivan, Zimmerman

**NAYS:** Ritter

Motion Carried

4.4.1 Marketing Services Amendment No. 1  
College-Wide

The Board of Trustees approved the use of Jankowski Co. for additional marketing and communication services at an hourly rate of \$125, not to exceed \$145,000 through June 30, 2011.

4.4.2 Michigan New Jobs Training Program  
Project Administration Services  
Economic and Workforce Development

The Board of Trustees approved the use of Educational Enhancements Inc. for application services at a rate of \$60/hr. in an amount not to exceed \$75,000 and for project administration services at a rate not to exceed 7% of project revenues through June 30, 2011.

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

**5 UNFINISHED BUSINESS**

None

**6 NEW BUSINESS**

6.1 College Facilities – Naming of Highland Lakes Library Browsing Collection

Trustee Davis MOVED that the Board of Trustees name the Browsing Collection to the *Susan Fiems Browsing* Collection at the Highland Lakes Library and in addition display Susan's Outstanding Employee award and Emeritus Status award. Trustee Ritter seconded.

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

NAYS: None Motion Carried

6.2 2010-2011 Board of Trustees Regular Meeting and Conference Schedule - Amended

Trustee Zimmerman MOVED that the Board of Trustees approve the amended 2010-2011 Board of Trustees Regular Meeting and Conference Schedule dates, to change the regular meeting dates from the third Monday of the month to the third Tuesday of the month. Trustee Sullivan seconded.

Trustee Ritter stated that between now and the end of May she would be unable to attend evening Board meetings the second Tuesday or the fourth Monday of the month due to prior commitments.

No vote was taken on the motion.

Trustee Davis MOVED to keep the meeting dates to the third Monday of the month through May and in the meantime come up with a meeting date and time that will work for all Board members. Trustee Kelly seconded.

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

NAYS: None Motion Carried

Trustee Ritter then MOVED that the Board of Trustees approve amending the Board of Trustees Regular Meeting and Conference Schedule to the third Tuesday of the month beginning in June. Trustee Davis seconded.

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

NAYS: None Motion Carried

### 6.3 Revision to Board Policy 1.4.2 – Regular Meetings – Posting of Notices (first reading)

Trustee Davis MOVED that the Board of Trustees approve the first reading of the revised language to Board policy 1.4.2 – Regular Meetings – Posting of Notices including the bolded language “**and/or calendar year**” listed in the policy. Trustee Zimmerman seconded.

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

NAYS: None Motion Carried

## 7 COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Trustee Sullivan shared some information from the Foundation. In the 2009-10 fiscal/academic year, 7,004 applications for Foundation scholarships were processed. Of that number, 4,711 were considered eligible applications, and 2,293 applications did not qualify based on scholarship criteria. A total of \$139,639 was disbursed.

Trustee Sullivan commented that while he was in Florida he read an article that reported the Florida Attorney General was investigating for-profit institutions for fraud, for scholarships, and for financial dealings.

Following up Trustee Sullivan’s comments, Trustee Ritter informed the Board that she had read an article in *Collier* that there is an amendment before Congress and it has to do with the capping of for-profit institutions. She continued that while students receive financial aid, they are still largely in the hole because of the tuition rates they are asked to pay at the for-profit institutions. She feels it is important that the Board take a stand if asked. Trustee Ritter said she will provide copies to the Board.

Trustee Davis commented that around last August or September the Board discussed Cabinet contracts, and it seemed that every month it was raised there was always some sort of a problem or issue. At one point, the Chancellor had presented the equity increases for the Board to review. Trustee Davis further commented that Trustee Ritter brought up about evaluating the Cabinet, and somehow these two issues got rolled into one. Trustee Davis stated she would like to vote on the equity part of this and then deal with the evaluation another time.

Trustee Zimmerman requested that the Audit Committee appear on the agenda, so that the Board remains continually updated as to what is going on. She continued that by having these updates regarding the Audit Committee, if the Board has any concerns they can be addressed timely.

Trustee Ritter followed up stating that the Board needs to identify what items are important and require updates on a monthly basis, and she suggested this should be done by the leadership of the Chair.

## 7.2 Organizations and Associations

None

## 8 ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kuhn adjourned the meeting at 8:40 p.m.

Respectfully submitted,

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Cherie A. Foster

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Date

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Thomas Kuhn, Chairperson

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Pamala M. Davis, Secretary



OAKLAND COMMUNITY COLLEGE®

# ACTION

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BOARD AGENDA ITEM 4.1  
February 14, 2011

## *PERSONNEL RECOMMENDATIONS*

APPROVED: OCC Board of Trustees on February 14, 2011

\_\_\_\_\_ February 15, 2011

**CLASSIFIED**

**FULL-TIME**

**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>
Jennings, Deona L.	Enrollment Services Student Services Specialist (from full-time Student Services Specialist, OR)	RO	\$22.98/hr.	\$22,781	02/21/11	X

\*Note: The average cost of FICA, retirement and fringe benefits for full-time employees is 47.66% of annual base salary per the College budget

**CLASSIFIED**

**PART-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>
Smale, Marilyn R.	Enrollment Services International Student Office Secretary (replacement due to employee resignation)	AH	\$13.49/hr.	\$3,972	03/07/11	X
Bryant, Lanora	Economic and Workforce Development Secretary (replacement due to employee transfer)	AH- M-TEC	\$13.49/hr.	\$3,972	03/07/11	X
Mitchell, Lindsay N.	Library Learning Resources Technician (replacement due to employee retirement)	HL	\$18.53/hr.	\$5,456	03/07/11	X

\*Note: The average cost of FICA, retirement and fringe benefits for part-time employees is 28.31% of annual base salary per the College budget

**CLASSIFIED**

**Recommendation for Parental Leave of Absence**  
**(contractually required)**

<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>
Colvard-Parrish, Aqueta K.	Business Administration Secretary	OR	\$17.47/hr.	\$5,144	03/01/11 – 09/01/11	X

\*Note: The average cost of FICA, retirement and fringe benefits for part-time employees is 28.31% 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>
Olszewski, Mary Anne	Human Sciences Secretary	OR	05/31/11	Retirement
Smith, Frances B.	Mathematics Faculty-Teaching	OR	06/30/11	Retirement