



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 15, 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 Vice Chair Kelly.

1.2 Attendance

Present

Thomas Kuhn, Chair (arrived 7:17 p.m.)

Daniel Kelly, Vice Chair

Pamala Davis, Secretary

Thomas Sullivan, Treasurer

Shirley Bryant, Trustee

Anna Zimmerman, Trustee

Absent

Sandra Ritter, Trustee

1.3 Approval of Agenda

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

Trustee Sullivan MOVED to amend the agenda by placing Board item 6.1 Request for Proposal – External Auditing Services after item 4.2.3 2010-11 Annual Audit. Trustee Davis seconded.

AYES: Bryant, Davis, Kelly, Sullivan, Zimmerman

NAYS: None

Motion Carried

1.4 Public Comments/Petitions

Brunhilda Adam and Jeff Albrecht addressed the Board regarding the ACCESS program at OCC and the importance of this program for students with a disability.

1.5 Student Presentation - None

1.6 Approval of October Board Meeting Minutes

1.6.1 Approval of October 18, 2011 Special Meeting Minutes

Trustee Sullivan MOVED to accept the minutes of the October 18, 2011 special Board meeting. Trustee Bryant seconded.

AYES: Bryant, Davis, Kelly, Sullivan, Zimmerman

NAYS: None Motion Carried

1.6.2 Approval of October 18, 2011 Regular Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the October 18, 2011 regular Board meeting. Trustee Sullivan seconded.

AYES: Bryant, Davis, Kelly, Sullivan, Zimmerman

NAYS: None Motion Carried

1.6.3 Approval of October 26, 2011 Special Meeting Minutes

Trustee Zimmerman MOVED to accept the minutes of the October 26, 2011 special Board meeting. Trustee Bryant seconded.

AYES: Bryant, Davis, Kelly, Sullivan, Zimmerman

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer requested Dr. Gordon May, President of the Highland Lakes Campus, provide an update on OCC's women's volleyball team. Dr. May announced the OCC Raiders Women's Volleyball team captured the District E regional title last week in Grand Rapids. This moves them on, along with 15 other teams, to the National Junior College Athletic Association Division II championships.

2.2 Staff Reports

Chief Human Resources Officer Catherine Rush conducted a presentation on Human Resources at Oakland Community College. Ms. Rush highlighted some of H.R.'s current

activities and future challenges, such as employment and benefit cost containment, contract administration and negotiations, and professional development and training.

2.3 Introduction of New Staff

Vice Chancellor of External Affairs Sharon Miller introduced new staff member Janet Roberts, Executive Director of Marketing and Communications. Ms. Miller also introduced Amy Pepper, a new Administrative Specialist I in Enrollment Services at the Royal Oak Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports – No report

3.2 Student Reports – No report

3.3 Academic Initiatives

Dr. Meyer provided the Board with a presentation entitled, “College Readiness: A Closer Examination from the Student’s Perspective.” Items Dr. Meyer focused on were ACT-tested high school graduates meeting college readiness benchmarks by subject, OCC’s COMPASS policy, and ACT v. COMPASS testing in English, reading, and mathematics.

Dr. Meyer further delved into ACT college-level cut scores to OCC cut scores. He expounded upon COMPASS student placement in English and math and indicated a college-wide program is needed.

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

4.1.1 The Board of Trustees reviewed the revised Personnel Monitoring Report.

4.1.2 Faculty Recommendations

Trustee Sullivan MOVED to approve the revised Faculty Recommendations Report. Trustee Bryant seconded.

AYES: Bryant, Davis, Kelly, Kuhn, 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

Vice Chancellor of Administrative Services Clarence Brantley informed the Board the College is still dealing with reduced property taxes. The actual received stands at \$4 million less than last year at this time.

4.2.3 2010-11 Annual Audit

Mr. Brantley introduced Stacie Kwaiser and Brian Read from Rehmann Robson who addressed the Board on the 2010-11 audit. He also introduced Craig Roshak, Chair of the OCC Audit Committee.

Mr. Roshak reported on November 8th the Audit Committee met with the auditors, as well as Mr. Brantley and Controller Gail Pitts and discussed the results of the 2010-11 audit. Mr. Roshak wanted it stated on the record he stood as Chair of the Audit Committee for the past two years and noted Mr. Brantley and his staff have made tremendous progress. He continued the audit is more efficient now than when he became a committee member two years ago.

Stacie Kwaiser informed the Board she is the partner in charge of the audit engagement. This is her second year serving in this capacity. Ms. Kwaiser reported they have issued an “unqualified opinion.” There was one adjustment as a result of the audit, which appeared on the statement of net assets. Ms. Kwaiser reviewed the balance sheet and income statement, noting property tax revenue, one of the most significant line items, decreased from \$94 million last year to \$82 million this year.

Mr. Brantley commented to the Board there are departments and staff to be thanked: accounts payable and accounts receivable, business managers at each campus, financial aid and enrollment at each campus, purchasing, human resources, IT, foundation, work force development, maintenance and construction, deans and campus presidents, departmental secretaries, and many others. All of these people work each and every day to carry out the College functions with the established procedures, laws, regulations, and internal controls. Mr. Brantley wished to specifically recognize OCC’s Controller Gail Pitts, who does an amazing job and thanked all of the individuals who made this year’s audit successful.

6.1 Request for Proposal – External Auditing Services

Trustee Sullivan MOVED the Board of Trustees direct Administration to enter into a RFP and competitive bid process for an external auditing firm. Trustee Kelly seconded.

Trustee Sullivan suggested the following timeline be followed:

- Administration to distribute the RFP no later than November 30, 2011.
- RFP due dates should be January 15, 2012.
- The Audit Committee will review proposals and conduct interviews during February, 2012.
- The Audit Committee is to provide a recommendation to the Board by March 1, 2012.
- The Board is to review the Audit Committee recommendation and approve a firm by the March 20, 2012 meeting.

Both Trustee Sullivan and Audit Committee Chair Craig Roshak voiced the RFP is not a reflection of the work performed by Rehmann Robson for OCC. It is just good business practice to have a periodic review of auditors.

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

NAYS: None Motion Carried

4.3 College Facilities

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

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 through 4.4.3 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Zimmerman MOVED to approve items 4.4.1 through 4.4.3 on the Consent Calendar - Contracts and Purchases. Trustee Davis seconded.

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

NAYS: None Motion Carried

4.4.1 Resolution Approving Installment Purchase Agreement (Municipal Value Lease Purchase Agreement)

The Board of Trustees authorized the Vice Chancellor of Administrative Services to execute the Municipal Value Lease Purchase Agreement with U.S. Bancorp Equipment Finance as approved by this resolution.

4.4.2 Michigan Asset/Compass Users Group Purchase
College-Wide

The Board of Trustees approved the purchase of COMPASS placement tests and scoring sheets from ACT at a cost not to exceed \$84,700.

4.4.3 Contract with Saratech, Inc. to Provide Computer Aided Design Training
College-Wide

The Board of Trustees approved a contract with Saratech, Inc. for training and facilitation services in an amount not to exceed \$200,000 through June 30, 2012.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

6.1 Request for Proposal – External Auditing Services

Addressed after Board item 4.2.3.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Zimmerman referred the Board members to a report for their review that she prepared regarding her attendance at the ATD Trustee Institute for Student Success held in Grand Rapids on September 27-29, 2011.

Trustee Bryant extended a personal welcome to Janet Roberts, noting Ms. Roberts was a former professional colleague of hers.

Trustee Sullivan commended Trustee Bryant for her dedication in attending tonight's meeting in light of her recent foot surgery.

7.2 Organizations and Associations – No reports

Trustee Kelly MOVED to go into Closed Session for the purpose of an update on labor negotiations. Trustee Sullivan seconded.

Chair Kuhn requested a roll call be taken at 8:16 p.m. to go into Closed Session for the purpose of receiving an update on labor negotiations.

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

NAYS: None Motion Carried

The Board of Trustees returned to Open Session after adjournment of the Closed Session at 8:22 p.m.

7.3 Oakland Community College and Teamsters Local 214 Management Staff (Part-time) Bargaining Unit Labor Agreement

Trustee Sullivan MOVED the Board of Trustees approve the agreement with the Teamsters State, County & Municipal Workers Local 214 Management Staff (Part-time) covering the period of July 1, 2011 through June 30, 2012. Trustee Davis seconded.

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

NAYS: None Motion Carried

8. ADJOURNMENT

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

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

NAYS: None Motion Carried

Chair Kuhn adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Cherie A. Foster

Date

Thomas Kuhn, Chair

Pamala M. Davis, Secretary