



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
January 22, 2013
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 newly-elected Chair Kelly who welcomed our new trustee, Christine O’Sullivan. Chair Kelly announced the results of the special organizational meeting: Trustee Sullivan – Vice Chair, Trustee Davis – Secretary, and Trustee Kuhn – Treasurer. Chair Kelly congratulated Secretary Davis for her election to another six-year term. He also welcomed Jasmine Hardy, our new student representative from the RO/SF Campus.

1.2 Attendance

Present

Shirley Bryant
Pamala Davis, Secretary
Daniel Kelly, Chair
Thomas Kuhn, Treasurer
Christine O’Sullivan
Sandra Ritter
Thomas Sullivan, Vice Chair

Absent

None

1.3 Approval of Agenda

Trustee Sullivan MOVED to amend the agenda to move agenda item 6.2 Audit Committee Charter to precede the 4.2.1 Treasurer’s Report. Trustee Kuhn seconded.

AYES: Bryant, Davis, Kelly, Kuhn, O’Sullivan, Ritter, Sullivan

NAYS: None

Motion Carried

1.4 Public Comments/Petitions –

Student Shari Kendrick addressed the Board regarding her curriculum concerns.

Wanda Harris, ACCESS Academic Support Coordinator at the Southfield Campus, spoke to the Board regarding service to students with disabilities.

Craig Roshak, Audit Committee Chair, introduced two other Audit Committee members, Gerald Moore and Sharon Spilkin, in attendance to respond to any questions regarding the Audit Committee Charter.

1.5 Student Presentation – None

1.6 Approval of November 20, 2012 Regular Meeting Minutes

Trustee Bryant MOVED to accept the minutes of the November 20, 2012 regular Board meeting. Trustee Sullivan seconded.

AYES: Bryant, Davis, Kelly, Kuhn, O’Sullivan, Ritter, Sullivan

NAYS: None Motion Carried

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer welcomed David Mathews, OCC’s new Auburn Hills President, to the Cabinet and OCC’s leadership team. He also thanked President Gordon May for stepping in as interim president at Auburn Hills during the search and interview process.

Dr. Meyer also provided an update on Public Act 495, which allows Michigan community colleges to offer four-year degrees in certain curriculums. Dr. Meyer worked hard to support this bill, as it will be especially helpful to some of the smaller community colleges in remote areas. He reported 21 other states have passed this type of legislation with great success.

Trustee Bryant asked if it is OCC’s intention to provide a four-year degree in culinary arts and/or nursing either now or in the future. Dr. Meyer responded currently it is not OCC’s intention to compete with other four-year institutions, but to have OCC remain the quality two-year college that it is. However, the future is yet to be determined.

2.2 Staff Reports – “Proposed Oakland Schools Early College Program Pilot” – Dr. Jacqueline Shadko, Orchard Ridge Campus President

Dr. Shadko spoke to the Board regarding a proposed Early College Collaboration between Oakland Intermediate School District and Oakland Community College. She explained Early College involves high school students grades 9-12 enrolled to earn a high school diploma AND an associate degree. The course tuition, fees, and books are paid by the K-12 districts. Dr. Shadko also went on to explain Oakland Accelerated College Experience (Oakland ACE). This program involves grades 11-13 and targets a population of students who are college-ready, but fall into federally defined at-risk categories. Oakland Schools will provide personnel and support for Oakland ACE students, including weekly seminars off-site not requiring dedicated space at campuses, and OCC and Oakland Schools will share responsibility for enrolling, testing, and scheduling students in classes.

2.3 Introduction of New Staff

Vice Chancellor of Administrative Services Clarence Brantley introduced Jacob Patchett and Steven Snell, two new public safety officers.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports – College Academic Senate Chair Shawn Dry

Mr. Dry reported the Senate is working on the development of new and updating old curriculum, reviewing standing academic policies, and reviewing CCSSE data.

3.2 Student Reports – President Steven Reif introduced Ms. Jasmine Hardy, student representative from the RO/SF Campus. Ms. Hardy provided an update to the Board on various campus student life activities.

Trustee Ritter indicated she would like to know more about student life and how students connect socially to the college. Dr. Meyer responded this is a good presentation topic for the Board.

3.3 Academic Initiatives - “Directing Resources to Student Learning – Part I”

Dr. Meyer addressed the Board regarding “Directing Resources to Student Learning.” Major points covered in the presentation focused on OCC “Strategic definition, Sustainability – balancing revenue and expenses, Aligning financial resources to student success, and providing an update on how we are doing.

6.2 Audit Committee Charter (moved from New Business to here per amendment to agenda)

Trustee Sullivan MOVED to approve the Audit Committee Charter. Trustee Bryant seconded.

Trustee Ritter voiced she never voted in favor of an Audit Committee. The Board should be able to do the audit themselves, making an Audit Committee unnecessary. Ms. Ritter

stated nowhere in the statute does it say we need an Audit Committee and believes the committee is going above and beyond their responsibilities.

Trustee Davis said the Charter cannot give away the responsibilities of the Board. She continued she would like to review it further at the next meeting.

Trustee Bryant favors having an Audit Committee and believes the Board has gone beyond what they have to do to provide transparency. OCC is getting the experience of three CPAs on our Audit Committee pro bono.

Trustee Sullivan concurred with Trustee Bryant. He stated no other member on the Board has the financial expertise of those on the Audit Committee.

Trustee Davis inquired who drafted the Charter. Audit Committee Chair Craig Roshak said the committee drafted it as a course of a regular and periodic update. Trustee Davis believes the Board should be drafting this. She went on to ask how much this cost us as the document was reviewed by our attorneys, and Chair Kelly stated he did not know.

Trustee Ritter asked who instructed the Audit Committee to do this, and Mr. Roshak responded it was at that time Chair Kuhn.

Trustee Davis called the question. Trustee Bryant seconded. Those in favor of the first reading of the Audit Committee Charter:

AYES: Bryant, Kelly, Kuhn, O'Sullivan, Sullivan

NAYS: Davis, Ritter Motion Carried

Secretary Cherie Foster reminded the Board there was another motion with this item.

Trustee Bryant MOVED to approve the first reading of the revision to policy 3.7.2 Audit Committee. Trustee Sullivan seconded.

AYES: Bryant, Kelly, Kuhn, O'Sullivan, Sullivan

NAYS: Davis, Ritter Motion Carried

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 Ritter MOVED to approve the Faculty Recommendations Report. Trustee Sullivan seconded.

AYES: Bryant, Davis, Kelly, Kuhn, O'Sullivan, Ritter, Sullivan

NAYS: None Motion Carried

On behalf of the Board, Chair Kelly thanked Velma Jones for her 20 years of service as student development coordinator at the Highland Lakes Campus. Ms. Jones said she enjoyed working at OCC, learned a lot, and described it as a wonderful experience. Chair Kelly also acknowledged Roselyn Kirby, who was to be in attendance at the meeting, for her 18 years of service at OCC.

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 had no questions regarding the General Fund Budget Status Report.

4.2.3 2013-2014 Budget Outlook

Mr. Brantley addressed the Board regarding the outlook for the 2013-2014 preliminary budget. The proposed amount for the 2013-2014 budget with facilities would be \$154,715,842. Mr. Brantley indicated this is a work in progress until presented before the Board again in April.

4.3 College Facilities

4.3.1 HVAC Equipment Replacement

Building F

Auburn Hills Campus

OCC Project No. PF-AH13-011

Trustee Ritter MOVED for the Board to grant authority to the College's Construction Manager, George W. Auch Company, to enter into a construction contract for the HVAC Equipment Replacement Project, Building F at the Auburn Hills Campus, OCC Project No. PF-AH13-011, for a projected cost of \$3,634,100. Trustee Sullivan seconded.

AYES: Bryant, Davis, Kelly, Kuhn, O’Sullivan, Ritter, Sullivan

NAYS: None Motion Carried

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

4.4 Contracts and Purchases

Trustee Ritter asked item 4.4.1 be removed for discussion.

4.4.2 Michigan Asset/COMPASS Users Group Purchase College-Wide

Trustee Sullivan MOVED to approve the purchase of COMPASS placement tests and scoring sheets from ACT, Inc. at a cost not to exceed \$54,450. Trustee O’Sullivan seconded.

AYES: Bryant, Davis, Kelly, Kuhn, O’Sullivan, Ritter, Sullivan

NAYS: None Motion Carried

4.4.1 Bill MacQueen Purchase Order Extension College-Wide

Trustee Ritter MOVED the Board of Trustees approve Interim Chief Human Resources Officer Bill MacQueen’s purchase order through December 31, 2013. Trustee Kuhn seconded.

Trustee Ritter inquired where we are in the search process for a full-time Chief Human Resources Officer position and expressed concern as to what we are paying Mr. MacQueen. Dr. Meyer responded we will begin the search process shortly and stated Mr. MacQueen is doing an outstanding job--he is actually costing us less than a full-time employee.

AYES: Bryant, Davis, Kelly, Kuhn, O’Sullivan, Ritter, Sullivan

NAYS: None Motion Carried

5. UNFINISHED BUSINESS

5.1 Board Policy Revisions (second reading)

Trustee Sullivan MOVED the Board of Trustees approve the second reading of the attached revisions to the Foreword 0.0.2 EEO Policy, 1.7.5 Enforcement of Policies, 2.5.1 Personnel Dispute Resolution, 2.5.2 Personnel Complaint Procedure, 2.6.1 Discrimination Prohibition, 2.6.2 Definitions, 2.6.3 Compliance, 2.6.5 Disability Accommodation, 2.6.6 Complaint Procedure, and 2.6.7. Retaliation. Trustee Bryant seconded.

Trustee Ritter asked about her concerns from the previous Board meeting as to the consistency of numbers in the policies. Mr. MacQueen explained the grammar rule pertaining to numbers is those above nine are written as numbers and those nine and below are written as words. Trustee Ritter continued she feels some of the policies negate each other. Mr. MacQueen said there have been numerous Boards' hands in creating and revising policies and procedures. He agreed all Board policies need to be reviewed.

AYES: Bryant, Davis, Kelly, Kuhn, O'Sullivan, Ritter, Sullivan

NAYS: None Motion Carried

6. NEW BUSINESS

6.1 Board AGB Membership

Trustee Bryant MOVED to approve membership with AGB. Trustee Sullivan seconded.

Trustee Davis inquired who recommended this, and Dr. Meyer said he did. He believes it is an organization worth looking at and possibly comparing with ACCT. Upon review, the Board may wish to revise their organizational memberships.

Trustee Ritter cited her main objection to membership with this organization is how much attention and relevance would there be for a community college compared to the four-year institutions.

Trustee O'Sullivan suggested if there is potential benefit it would be worth trying it out for a year.

Trustee Davis will vote for the membership with the understanding trustees have their choice as to which conferences they wish to attend either through ACCT, AACC, or AGB.

AYES: Bryant, Davis, Kelly, Kuhn, O'Sullivan, Sullivan

NAYS: Ritter

Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Davis welcomed new Trustee Christine O'Sullivan and commented everyone should check out the new Student Center at the Orchard Ridge Campus. Trustee Davis expressed Justice Charles Warren commented to her he was very impressed by the OCC students getting the voting message out. She thanked Mr. Brantley for his preliminary budget presentation. Lastly, Trustee Davis expressed she hopes the Board will adopt CBT's suggestions, so we can begin saving money for the college.

Trustee Bryant also welcomed Ms. O'Sullivan. She asked the Board to try to not use acronyms until Trustee O'Sullivan becomes acquainted with the college's terms.

Trustee Ritter suggested the Board consider taking advantage of the webinars offered at the ACCT Legislative Summit. She also expressed her concern for campus safety and feels this topic should be discussed as a Board.

Trustee Sullivan noted he was impressed with a recent article in the *Oakland Press* wherein Public Safety Director Terry McCauley discussed the proactive stance OCC is taking in this area.

7.2 Organizations and Associations – No comments

8. ADJOURNMENT

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

AYES: Bryant, Davis, Kelly, Kuhn, O'Sullivan, Ritter, Sullivan

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 10:02 p.m.

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary