



**BOARD OF TRUSTEES
REGULAR MEETING
AMENDED MINUTES
March 19, 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 7:03 p.m. by Founding Chair George Mosher. Current Board Chair Dan Kelly welcomed Mr. Mosher and his son Doyle to the meeting, as well as Stephanie Ehrhardt, our student representative from Highland Lakes.

1.2 Attendance

Present

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

Absent

Christine O'Sullivan, Trustee

1.3 Approval of Agenda

Trustee Sullivan MOVED to approve the agenda. Trustee Bryant seconded.

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions - None

1.5 Student Presentation – None

1.6 Approval of February Board Meeting Minutes

1.6.1 Approval of February 26, 2013 Regular Meeting Minutes

Trustee Sullivan MOVED to accept the minutes of the February 26, 2013 regular Board meeting. Trustee Bryant seconded.

AYES: Bryant, Davis, Kelly, Kuhn, Sullivan

NAYS: None Motion Carried
*Trustee Ritter did not vote as she was not in attendance at the February meeting.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer asked everyone for a moment of silence to observe the recent passing of Auburn Hills President David Mathews.

Dr. Meyer announced, based on the last official enrollment report by the State, OCC had the largest undergraduate enrollment for 2010-11 of all the Michigan Colleges totaling 46,181 students. (The exception may be U of M as their figures are calculated differently.) He continued OCC was second in the State for 2011 fall enrollment for undergraduates at 29,158 students, with Michigan State University taking the lead at 36,557.

Dr. Meyer announced it was Founder's Day at OCC, as well as Mr. Mosher's 92nd birthday. The Board celebrated the occasion with cupcakes from the Cakeria in Pontiac, operated by OCC culinary alum April Forbes, who was a past winner on The Food Channel Network "Cupcake Wars." While enjoying the treats, the Board viewed a video chronicling Mr. Mosher's life and career. Upon conclusion, Dr. Meyer acknowledged the other Board members who served with Mr. Mosher—Earl Anderson, Fred Chapman, Vernon Fitch, Lila Jones Johnson, and Clifford Smart. Mr. Mosher thanked everyone for tonight's presentation and their kind wishes.

Dr. Meyer asked Mr. Mosher if he ever thought OCC would attain such an enrollment. Mr. Mosher responded he had no idea what the enrollment would be, but he wanted OCC to be the best community college in Michigan, as well as nationally. He thought the enrollment figures were fantastic.

2.2 Staff Reports – CBT First-Year Update

Chancellor Meyer introduced Dr. George Boggs from CBT. Dr. Boggs presented the first-year update from CBT. He reported some of the areas requiring attention are governance and communication, lines of authority, data capacity, program review, academic policies and procedures, student services, CREST, child care, and athletics.

Trustee Sullivan inquired as to how these recommendations will be presented to the Board. Dr. Meyer responded workshops will be scheduled to review the recommendations, with the first workshop addressing how academia is changing.

In preparation for the first workshop, Trustee Ritter inquired if the Board would be getting some homework ahead of time so she would be ready for discussion. Dr. Meyer said yes. [amendment to minutes]

2.3 Introduction of New Staff

President Steve Reif introduced his new administrative assistant, Eleanor Marie Thomas. He also introduced Michael Maurer, a parapro in Natural and Life Sciences at the Southfield Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry reported the senate continues to develop and review curriculum and make policy proposals on how the institution can be improved. He indicated the senate is eager to review the CBT reports.

3.2 Student Reports

Ms. Stephanie Ehrhardt introduced herself to the Board as the new student representative from the Highland Lakes Campus. Ms. Ehrhardt then provided an update to the Board on various campus student life activities.

3.3 Academic Initiatives

Dr. Meyer addressed the Board on “OCC Strategic Resource Allocation – Staffing.” Topics covered were Staffing (vacancy committee, integrated planning, interim measures, and defining work); Staff Composition (by labor organization, budget allocation and function); and Comparisons (per FTE students) – all staff and full-time staff. In summary, Dr. Meyer noted as a major component of our operating budget, we are becoming more strategic in the hiring process, staff plans, job descriptions, and distribution of work.

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report

- 4.1.1 The Board of Trustees reviewed the revised Personnel Monitoring Report. Trustee Bryant noted on the personnel monitoring report that George Cartsonis, Marketing and Communication Director of College Communications, will be retiring in August after 43 years.

4.1.2 Faculty Recommendations

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

Dr. Meyer made mention Theresa Wangler is retiring in June, having started with OCC in 1968.

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

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 had no questions regarding the General Fund Budget Status Report.

4.2.3 Tax Levy of Operating Millage and Collection of College Taxes 2013-2014

Trustee Sullivan MOVED the Board of Trustees adopt the recommended Resolution for the 2013-2014 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 Davis seconded.

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

NAYS: None Motion Carried

Trustee Ritter MOVED the Board of Trustees adopt the recommended Resolution for the Collection of College Taxes to be collected in the same manner and at the same time as the 2013 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 Sullivan seconded.

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

NAYS: None Motion Carried

4.3 College Facilities

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

4.3.2 College Facilities Assessment – Vice Chancellor of Administrative Services
Clarence Brantley introduced Jonathan Thomas, Director of Special Operations, from the ISES Corporation. ISES Corporation is the firm who conducted OCC’s facility condition assessment study. Mr. Thomas noted his company focuses primarily with higher education facilities. He reported six sites containing 78 buildings comprising 2.2 million square feet were assessed. The report concluded OCC’s structures are in “pretty good shape” when compared to those of 39 other schools in the sample. Currently, the recommended projects are less imminent and urgent than that of their typical client, but these items need to be addressed timely.

Trustee Sullivan inquired if there is a certain amount OCC sets aside each year for facilities. Mr. Brantley responded about \$10 to \$12 million set aside for repair, with about \$2 to \$3 million allocated for new buildings/additions.

Trustee Ritter asked what happens to the students if Highland Hall is razed. Mr. Brantley replied Highland Hall no longer houses students. As additions were made to other buildings, the students are relocated.

Chair Kelly asked Mr. Thomas where things stood with ISES now that he has given his report. Mr. Thomas responded the scope of the project is completed, but as it is part of their business model, ISES wants to see that OCC has all of the appropriate data they need. The company is a phone call away to help OCC work through the data. Chair Kelly asked what is the next step most colleges take once they obtain the ISES report. Mr. Thomas responded the first step he would recommend is to review the buildings that you would either want to raze, gut, or replace. Dr. Meyer indicated now that administration has the data, they will set a level of priority within the budget to address the recommendations from ISES. This will be part of the budget process brought to the Board for their review and approval.

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 through 4.4.6 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Ritter **MOVED** to approve items 4.4.1 through 4.4.6 on the Consent Calendar - Contracts and Purchases. Trustee Sullivan seconded.

AYES: Davis, Kelly, Kuhn, Ritter, Sullivan
Trustee Bryant was absent during the vote.

NAYS: None Motion Carried

4.4.1 Accident Investigation Training
Oakland Police Academy
College-Wide

The Board of Trustees approved the use of Michigan State University to provide a series of Accident Investigation Courses at a cost not to exceed \$63,200 annually through December 2015.

4.4.2 Amatrol Turbine Generator Control Troubleshooting System
Auburn Hills Campus

The Board of Trustees approved the purchase of the Turbine Generator Control Troubleshooting Learning System from Applied Technology Systems at a cost not to exceed \$78,600.

4.4.3 Janitorial Products – Chemicals & Plastic
College-Wide

The Board of Trustees approved a three-year agreement with Staples for the provision of janitorial chemical supplies, plastic, and hard goods at an annual cost not to exceed \$180,000.

4.4.4 Janitorial Products – Paper
College-Wide

The Board of Trustees approved a three-year agreement with Empire Equipment & Supply for the provision of janitorial supplies and paper products at an annual cost not to exceed \$100,000.

4.4.5 Affiliation Agreement with St. Joseph Mercy Oakland Nursing Program
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with St. Joseph Mercy Oakland, 44405 Woodward Avenue, Pontiac, Michigan 48341, and authorized the Chairperson to execute the agreement.

4.4.6 Affiliation Agreement with Genesys Regional Medical Center
Surgical Technology
Southfield Campus

The Board of Trustees approved the College entering into an agreement with Genesys Regional Medical Center, One Genesys Parkway, Grand Blanc, Michigan 48439, and authorized the Chairperson to execute the agreement.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

6.1 Binder Agreement for Interlocal Agreement Authorizing the College to Become a Member of Oakland County Tactical Training Consortium (OAK-TAC)

Trustee Sullivan MOVED the Board of Trustees approve the Binder agreement for Interlocal Agreement and authorized Administration to execute the agreement. Trustee Bryant seconded.

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

NAYS: None Motion Carried

6.2 Employment Practices Policy 2.2.2 (First Reading)

Trustee Davis MOVED to postpone this agenda item. Trustee Bryant seconded.

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

NAYS: None Motion Carried

6.3 Board of Trustees Technology Policy and Procedure 1.7.6 (First Reading)

Trustee Bryant MOVED in the interest of environmental sustainability, in consideration of the reduction of waste, and the need to standardize the use of technology, the Board of Trustees approve the first reading of Board of Trustees Technology Policy and Procedure 1.7.6 in the use of paperless IT technology to conduct Board business, including their meetings. Trustee Davis seconded.

Trustee Ritter stated she is not in favor of a paperless society as her vision makes it difficult to read documents from a computer screen.

Trustee Davis MOVED to amend the motion to strike the word “paperless.” Trustee Ritter seconded.

Trustee Bryant voiced she thought the College was moving towards a paperless environment.

AYES: Davis, Kelly, Kuhn, Ritter, Sullivan

NAYS: Bryant Motion Carried

The amendment having been approved, Chair Kelly asked for a vote on the original motion including the amendment of removing the word “paperless.”

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

NAYS: None Motion Carried

6.4 Officer Employment Agreement Update

Trustee Bryant MOVED to approve the updated Officer Employment Agreement. Trustee Sullivan seconded.

Trustee Kuhn inquired what the changes are. Dr. Meyer responded the change is removing a term clause for the Cabinet officers. They are at-will and will be addressed in the same manner as the other exempt employees.

Trustee Bryant asked if the updated officer employment agreement was approved by our legal counsel and Bill MacQueen. Dr. Meyer indicated it was also reviewed by and approved by the Cabinet.

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

NAYS: None Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Bryant noted that between she and Pam Davis, they attend the MCCA Board of Directors meetings. Trustee Bryant was able to attend the most recent one held at Wayne County Community College. The topics were “Is there a Shortage of Talent?” and “Helping Students be Prepared for the Workforce.” She went on to indicate the legislators are busy with 23 bills affecting community colleges, mentioning three specific ones regarding four-year degrees, concealed weapons, and veterans’ tuition.

Trustee Sullivan made mention of the increasing media publicity on the value of community colleges.

7.2 Organizations and Associations

OCCFA President Mary Ann McGee echoed Mr. Dry's request to review the CBT reports.

8. ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 9:33 p.m.

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary