



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
April 16, 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 Chair Kelly.

1.2 Attendance

Present

Daniel Kelly, Chair
Thomas Sullivan, Vice Chair
Pamala Davis, Secretary
Christine O'Sullivan, Trustee
Sandra Ritter, Trustee

Absent

Shirley Bryant, Trustee
Thomas Kuhn, Treasurer

1.3 Approval of Agenda

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

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions – None

1.5 Student Presentation – None

1.6 Approval of March Board Meeting Minutes

1.6.1 Approval of March 19, 2013 Regular Meeting Minutes

Trustee Ritter MOVED to amend the minutes under Section 2.2. Trustee Davis seconded.

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

NAYS: None Motion Carried

Trustee Davis MOVED to accept the minutes of the March 19, 2013 regular Board meeting with the proposed amendment. Trustee O'Sullivan seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer introduced Mike Hansen, President of the Michigan Community College Association in Lansing. He also introduced Mark Nottley from Municipal Consulting Services LLC.

Dr. Meyer reported on OCC's Founders Service Club created to honor the public spirit and accomplishments of OCC's first Board. Participation to volunteer in the community is open to OCC personnel, students and retirees. This year 114 individuals participated during the month of March for a total of 2,079 volunteer hours. Three levels of recognition were established for those who participate, with the highest level earning a gold pin. Dr. Meyer presented each of the Board members with a certificate and gold pin for the time they devote to the College.

2.2 Staff Reports

Mike Hansen, President of MCCA, informed the Board Dr. Meyer is the incoming chair of the Presidents Committee for the next two years and after that will serve as board chair for the MCCA Board of Directors. Mr. Hansen updated the Board on recent Michigan legislation, and thanked Dr. Meyer and the Board for their support and efforts regarding the passing of the baccalaureate bill.

2.3 Introduction of New Staff

Vice Chancellor of Administrative Services Clarence Brantley introduced Matthew Madden (in absentia), a facility technician with the Operations and Maintenance Department at the Auburn Hills Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry discussed a handout outlining the Senate.

3.2 Student Reports

Ms. Stephanie Ehrhardt, student representative from the Highland Lakes Campus, provided an update on various campus student life activities.

3.3 Academic Initiatives - None

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 Faculty Recommendations Report.
Trustee Davis seconded.

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

NAYS: None Motion Carried

On behalf of the College, Chair Kelly congratulated Cheri Egres, financial payroll assistant at the District Office, for her 41 years of service at OCC. Mrs. Egres told the Board she worked at the District Office since 1974. She said she is pleased to see the College advancing forward, and enjoyed her time 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 had no questions regarding the General Fund Budget Status Report.

4.3 College Facilities

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

Trustee Ritter asked if there was a distinction which construction projects come specifically from millage funds. Mr. Brantley replied there is not a noted distinction, but is tracked internally.

Trustee Ritter asked what variance means as she said she forgot. Mr. Brantley stated variance is the difference between what the project was budgeted for and what the actual project cost was.

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.1 through 4.4.5 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Sullivan MOVED to approve items 4.4.1 through 4.4.5 on the Consent Calendar - Contracts and Purchases. Trustee Davis seconded.

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

NAYS: None

Motion Carried

4.4.1 Space Rental 2013 Commencement College-Wide

The Board of Trustees approved the use of The Palace of Auburn Hills for the 2013 commencement ceremony at a cost not to exceed \$58,000.

4.4.2 Fresh Produce Distributor Culinary Arts – Orchard Ridge Campus

The Board of Trustees approved the use of Simon Leeman for perishable produce items at a cumulative cost for this fiscal year not to exceed \$75,000 through June 30, 2013.

4.4.3 Fresh Seafood Distributor
Culinary Arts – Orchard Ridge Campus

The Board of Trustees approved the use of Northern Lakes Seafood to supply fresh seafood at a cumulative cost for this fiscal year not to exceed \$75,000 through June 30, 2013.

4.4.4 Contract with The MathWorks
Economic and Workforce Development

The Board of Trustees approved the use of The MathWorks for training services at a cost not to exceed \$100,000 for training delivered through June 30, 2014.

4.4.5 Boiler Repair
Orchard Ridge Campus

The Board of Trustees approved the use of Purvis & Foster at a cost not to exceed \$157,200 for the re-tubing of boiler #3 at the Orchard Ridge Campus.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Board of Trustees Technology Policy and Procedure 1.7.6 (Second Reading)

Trustee Davis 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 second reading of the Board of Trustees Technology Policy and Procedure 1.7.6 in the use of IT technology to conduct Board business, including their meetings. Trustee Sullivan seconded.

Trustee Ritter asked what guarantee will the Board have to receive paper Board meeting packets. Recording Secretary Foster responded for those Trustees who request paper Board packets, the packets will be sent out the same day they are posted to BoardBooks. [Policy 1.5.1 Agenda states, “The agenda, with supporting materials, shall be available for each member of the Board **two (2)** days prior to the day of a meeting.”]

Trustee O’Sullivan asked if this policy and procedure are approved will the Board still have the option to receive paper Board packets. Chair Kelly said that would be the case.

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

NAYS: None

Motion Carried

6. NEW BUSINESS

OCC Officer Pay Ranges

Trustee Davis MOVED the Board of Trustees approve the salary ranges presented for OCC officers. Trustee Sullivan seconded.

OCC consultant Mark Nottley provided the Board with a “Presentation of Study on Recommended Pay Ranges for Cabinet Positions.” He indicated an initial study of Cabinet member’s compensation was completed in September of 2011, updated as of March 2013. The objective is to determine market-competitive pay ranges for Cabinet positions.

Mr. Nottley reported the first step was to perform a job analysis to determine scope of duties and develop appropriate job descriptions. Secondly, he determined the labor market comparable with our area and the size of OCC. Third, the survey process called for clearly defining each position, survey cash compensation (not just wages), and consider only comparable jobs. Lastly, use survey data to establish an average salary pay range for each position.

The general conclusion was OCC Cabinet positions are paid below the market wage. With this in mind, Mr. Nottley indicated this tool can be used to link pay to performance, reward output and innovation, and serve as a benchmark for informed pay decisions.

Trustee Sullivan asked if Appendix A consisted of the current job descriptions. Mr. Nottley said they were not the current ones, but the new Cabinet job descriptions were done and will be forthcoming. Trustee Sullivan complimented Mr. Nottley on his methodology and thoroughness of the report. It will be a good tool for the Chancellor to use.

Trustee Davis commented she liked the report, too, and looks forward to further review. She inquired if any private colleges were involved in the survey. Mr. Nottley said he only surveyed public community colleges. Trustee Davis inquired if one of the variables looked at was our economic area. Mr. Nottley replied the salaries were equalized back to the OCC area.

Trustee Ritter inquired as to the minimum range – if officers didn’t come from a like institution as OCC, they wouldn’t know how to handle a multi-campus institution. Mr. Nottley noted at the officer position, minimum becomes much less relevant because many of these individuals are fairly accomplished. The minimum might apply if someone was being brought up through the organization. If hiring from the outside, it provides a range to look at what you might pay an individual based on their experience. The range also offers a sense of where the market is.

Regarding the pay performance system as part of the evaluation, Trustee Ritter inquired if there is a 360 performance component. Mr. Nottley said there can be; and he outlined some possible steps for this performance evaluation system, but didn't include a 360. Regarding economic conditions, Trustee Ritter asked if the OCC labor contracts negotiated over the past year or so were taken into consideration. Mr. Nottley replied there is no recommendation how much someone's wage should be increased, it only shows where they sit in a recommended pay range. Trustee Ritter asked if the trustees will get to view the new job descriptions. Dr. Meyer said they will be available on InfoMart when completed.

Chair Kelly stated the report looks good. He inquired how often this review should be done. Mr. Nottley recommended the pay ranges should be reviewed annually using ten similar colleges. He also suggested the entire study should be redone every three to five years.

Trustee Ritter asked the Board for additional time to review Mr. Nottley's report as she indicated this is a lot of information to digest even though she is not opposed to this.

Trustee Sullivan agreed with Trustee Ritter as to the amount of information, but indicated the motion is just approving this tool for the Chancellor to use. Dr. Meyer agreed it is just to set ranges.

Chair Kelly stated he could go either way as to taking it to a vote now or waiting until next month.

Trustee Davis withdrew her motion to approve the officer salary ranges out of respect for Trustee Ritter to have time to further review the documentation, as well as there are two trustees missing at this meeting. However, she indicated she does plan to vote yes at the next Board meeting. Trustee Ritter also noted she will support the motion at the next meeting.

Trustee Ritter MOVED to table this item until next month. Trustee Davis seconded.

AYES: Davis, Kelly, O'Sullivan, Ritter

NAYS: Sullivan

Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Ritter stated she left the special Board workshop intrigued and would like to see the presentation again. Dr. Meyer said it will be posted on InfoMart.

7.2 Organizations and Associations

OCCFA President Mary Ann McGee renewed her request from the March meeting to review the reports from CBT. She noted the faculty's desire to participate in the ongoing planning processes.

8. ADJOURNMENT

Trustee Davis MOVED to adjourn the meeting, and Trustee O'Sullivan seconded.

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

NAYS: None

Motion Carried

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

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary