



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
May 21, 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
Thomas Kuhn, Treasurer
Shirley Bryant, Trustee
Christine O'Sullivan, Trustee

Absent

Sandra Ritter, Trustee

1.3 Approval of Agenda

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

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

NAYS: None

Motion Carried

1.4 Public Comments/Petitions –

Judy Matteson, CIS Faculty at the Royal Oak Campus, expressed her concern regarding the CIS Discipline's need to continuing using IT Department employees to teach some of their classes.

Ken Sigler, CIS/BIS Faculty at Auburn Hills Campus, stated 20 to 30% of their classes are taught by administration and management in adjunct positions. He asked the Board to support having these individuals teach.

Stacy Charlesbois-Nordan, Library Faculty at the Southfield Campus, stated she had reviewed the CBT report and was excited to see the opening of a grants office at the Southfield Campus. This will enable the campus to provide more technology to the students, especially those students without many technology skills. She also went on to address the Board as a parent of children attending Farmington Public Schools, and her excitement to have her children take advantage of early enrollment.

Regarding the CBT, Ms. Nordan noted the policies and procedures under guiding principles where a hierarchical situation has been identified with the ideas flowing from the top, and faculty and staff delivering the outcomes.

Robert Lamphear, English Faculty at the Highland Lakes Campus, read a letter to the Board he plans to submit to the Higher Learning Commission when he attends the results forum in June.

1.5 Student Presentation – None

1.6 Approval of April Board Meeting Minutes

1.6.1 Approval of April 10, 2013 Special Meeting Minutes

Trustee Bryant MOVED to approve the minutes of the April 10, 2013 special Board meeting. Trustee O’Sullivan seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of April 16, 2013 Regular Meeting Minutes

Trustee O’Sullivan MOVED to approve the minutes of the April 16, 2013 regular Board meeting. Trustee Bryant seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Dr. Meyer relayed OCC tried something new at this year's graduation. Students and their families were encouraged to use our hashtag to post their comments and photos utilizing twitter, Facebook, Vine, and Instagram to a tagboard site. Dr. Meyer showed a sampling of the messages received. For this social media, OCC was covered on CBS's local affiliate and in Matt Roush's IT report.

Dr. Meyer also thanked everyone involved in OCC's 2013 graduation who helped make it another outstanding event. This year's graduation class was the largest ever at approximately 2,900 students.

Dr. Meyer asked everyone to take a moment to honor Anne Scott's passing, who served as an OCC trustee for 18 years.

2.2 Staff Report – None

2.3 Introduction of New Staff

Vice Chancellor of Academic and Student Affairs Richard Holcomb introduced Susan Snyder, who is part of the nursing faculty at the Highland Lakes Campus.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry continued with his presentation from last month about the Senate.

Trustee Davis stated we have tons of programs and asked how often does the Senate look at the outcomes assessment. Mr. Dry replied outcome assessments are something that is done regularly. As to curriculum and student learning, Mr. Dry said it is a standardized process where the outcomes are looked at specifically in a five-year cycle.

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

AYES: Bryant, Davis, Kelly, Kuhn, O'Sullivan, 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 Budget Public Hearing 2013-2014

Vice Chancellor of Administrative Services Clarence Brantley indicated this is the public hearing for the presentation of the proposed 2013-2014 General Fund Budget and confirmed the appropriate notice was given. Mr. Brantley reviewed the proposed \$154,720,652 budget, which is based on a 7 percent increase in tuition for in-district students and an 11 percent increase for out-of-district and out-of-state students.

Trustee Bryant stated she thought last year the Board approved a three-year tuition increase of 7 percent for in-district students and 11 percent increase for out-of-district and out-of-state students. Mr. Brantley replied she was correct; however, last year a motion was made to approve the increase for only one year. Another motion has to be made for this year.

Trustee Davis inquired whether the 11% increase would balance the budget considering construction needs. Mr. Brantley replied it would take three to four years before the budget could be balanced with a 7 percent in-district and 11 percent out-of-district and out-of-state tuition increase. He continued it would be better to do this sooner than later. He went on to state over the next three to four

years we would be pretty much using all of the College's reserve funds to maintain the facilities – approximately \$15 million should be dedicated just for that. Trustee Davis responded as OCC has the lowest tuition rate of the Michigan community colleges, we should take a serious look at even a larger tuition increase.

Trustee Sullivan asked what the County's projection is for an increase in property taxes. Mr. Brantley replied we are expected to go down one percent this year, but it should level off for the next two years after that – meaning no increase or decrease.

Chair Kelly asked if the Governor's ceiling on tuition increases is still in place. Mr. Brantley replied the seven percent tuition ceiling was actually for four-year universities, not community colleges.

Trustee Davis expressed she would like to see OCC's tuition in line with Macomb Community College's.

Trustee Sullivan confirmed with Mr. Brantley that it would be advantageous to approve the tuition prior to the next Board meeting. Mr. Brantley stated course schedules were sent to the printer with a notice tuition rates can change. The schedules currently do not reflect a tuition increase.

Chair Kelly verified with Mr. Brantley the proposed budget does incorporate the 7 and 11 percent tuition increases, but the rates currently published for the students does not yet reflect these increases. Mr. Brantley affirmed Chair Kelly is correct. Vice Chancellor of External Affairs Sharon Miller said although the schedules were sent to the printer, the vast number of students enroll online.

Trustee Davis said she would like to see the tuition go to at least \$85, which is what Macomb's tuition rate is, which is a \$14 per credit hour increase. As there was no second, Chair Kelly stated the motion failed due to lack of support. Chair Kelly stated he would not be opposed to looking at higher numbers at the next Board meeting.

Trustee Sullivan asked Mr. Brantley if he planned to give scenarios with different tuition increases at the next Board meeting and, if so, if the Board could receive them prior to the meeting. Mr. Brantley replied that would not be a problem.

4.3 College Facilities

CONSENT CALENDAR – MAINTENANCE PROJECTS

Items 4.3.1 through 4.3.2 listed below on the Consent Calendar – Maintenance Projects were considered to be routine by the Board and were enacted by one motion. No separate discussion of these items was requested.

Trustee Sullivan MOVED to approve items 4.4.1 through 4.4.2 on the Consent Calendar – Maintenance Projects. Trustee Davis seconded.

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

NAYS: None Motion Carried

4.3.1 Project Name Projected Cost

Boiler Stack Repairs \$ 73,500
Building E
Orchard Ridge Campus
OCC Project No. PF-OR13-004

4.3.2 Project Name Projected Cost

High Temperature Heat Exchanger/Domestic \$991,000
Hot Water Control Valves Replacement
Campus-Wide
Orchard Ridge Campus
OCC Project No. PF-OR13-010

END OF CONSENT CALENDAR – MAINTENANCE PROJECTS

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

4.4 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Trustee Kuhn asked items 4.4.3 and 4.4.4 be removed for discussion.

Trustee Bryant MOVED to approve items 4.4.1, 4.4.2, and 4.4.5 on the Consent Calendar - Contracts and Purchases. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

4.4.1 Data Network Equipment
College-Wide

The Board of Trustees approved the purchase of network equipment from Delta Network Services at a cost not to exceed \$581,301 through September 2013.

4.4.2 Direct Digital Controls Technology Support
College-Wide

The Board of Trustees approved the five-year agreement with Siemens Building Technologies, Inc., for a college-wide DDC Technical Support Program at the following costs: \$58,872 for year one (2013-2014), \$60,638 for year two (2014-2015), \$62,456 for year three (2015-2016), \$64,331 for year four (2016-2017), and \$66,261 for year five (2017-2018).

4.4.5 InCompass Learning Solutions, LLC
Economic and Workforce Development

The Board of Trustees approved the use of InCompass Learning Solutions, LLC for training services at a cost not to exceed \$85,000 for training delivered through June 30, 2014.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.4.3 Janitorial Products – Paper (Amended from March 19, 2013)
College-Wide

Trustee Bryant MOVED to approve the three-year agreement with Nichols for provision of janitorial supplies and paper products at an annual cost not to exceed \$100,000. Chair Kelly seconded for purpose of discussion.

Trustee Kuhn inquired why there is a notation in the motion not to exceed \$100,000 when the Nichols' bid was \$67,980. Mr. Brantley responded there is a list prepared so vendors are bidding on an equal "apples-to-apples" basis. Based on the list, Nichols bid the \$67,980. However, past history has shown this line item normally reaches \$100,000 for a fiscal year.

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

NAYS: None Motion Carried

4.4.4 Video Content Management System (CMS)
College-Wide

Trustee Bryant MOVED to approve the use of KIT Digital Co., to provide a video content management system at a cost not to exceed \$66,000 annually through June 30, 2016. Trustee O'Sullivan seconded.

Trustee Kuhn asked why there were no other competitive bids for this item. Purchasing Director Gheretta Harris responded sometimes our specs are not available for bidding as we need them from other vendors. The other vendors were unable to meet OCC's needs as requested.

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

NAYS: None Motion Carried

5 UNFINISHED BUSINESS

5.1 OCC Officer Pay Ranges

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

Trustee Bryant asked for clarification as to exactly what the Board was being asked to vote on. Dr. Meyer responded OCC had a marketability study done on the pay ranges for college officers utilizing comparable colleges, and the ranges presented to the Board are from the data received from that study. Dr. Meyer indicated it is his intention to bring the officers who aren't even in the range to at least the bottom of the range within the next year or two.

Trustee Kuhn asked what is the importance of the top of the range. Dr. Meyer responded it is a floor and ceiling of what the study discovered from the 10-12 comparable colleges looked at with comparable job descriptions. Trustee Kuhn asked about the two percent increase for officers. Dr. Meyer confirmed from last year's Board vote, the officers will receive two percent increases for the next two years for those already in the pay range.

Chair Kelly asked if these proposed salary increases based on the study were in the proposed budget, and Dr. Meyer said not yet.

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

NAYS: Kuhn Motion Carried

6 NEW BUSINESS

6.1 Board Meeting and Conference Schedule for 2013-2014

Trustee Kuhn MOVED to amend the proposed 2013-14 Board of Trustees Regular Meeting and Conference Schedule dates that as opposed to a schedule through June 2014 to reflect dates through January 2014, approve the attendance of Board members at the conferences noted, and authorize related travel expenses. Chair Kelly seconded for purposes of discussion.

Trustee Kuhn thought the Board previously addressed this to schedule meetings through January, so that when we get new Board members [whose term begins in January] the entire Board would be present to schedule it on an annual basis.

Trustee Bryant asked how that would help new Board members, and Trustee Kuhn responded the new Board members would be at the meeting and would be able to voice if they had problems with any of the proposed dates. Trustee Bryant responded about two years ago this same issue arose, and the Board did make an adjustment with dates. Her concern is it's helpful to have an annual schedule so if one needs to travel or make other plans, they know when the Board meeting dates are.

Trustee Sullivan voiced he would like to keep the schedule on a fiscal year basis. He also made the following suggestions to eliminate the July and December Board meetings unless necessary. Both of these months are fairly quiet times for the College, as well as the Board does gather together at the MCCA in July. Another suggestion Trustee Sullivan had was to meet every other month, provided there were no pressing issues to be addressed, with the off months being used for workshops if needed.

Chair Kelly asked if there was a reason for the Board schedule being tied to the fiscal year. Dr. Meyer responded he believes it is based on tradition, and suggested possibly putting the cutoff at December. Trustee Kuhn said the Board terms used to begin in July, which is why it made sense at one time to have the calendar begin then, but now the terms begin in January.

Chair Kelly said he couldn't foresee a problem approving the schedule for six months and then revisiting it. He indicated there is a motion currently on the floor to approve the schedule through January 2014.

Trustee Davis said she would like to see the wording changed on the motion where it says "... approve the attendance of Board members at the conferences noted ..." to add the wording "or a substitute national conference."

Chair Kelly asked for the vote to approve the schedule through January 2014.

AYES: Davis, Kuhn

NAYS: Bryant, Kelly, O'Sullivan, Sullivan Motion Fails

Chair Kelly MOVED to approve schedule through December 31, 2013. Trustee Kuhn seconded.

Trustee Bryant suggested setting the schedule though December 2014, as most of the Trustees attempt to work their schedules around the Board meetings.

Trustee Kuhn MOVED to adjourn this item for one month and get input for the rest of the 2014 calendar year. Trustee Davis seconded.

Chair Kelly withdrew his motion to approve the schedule through December 31, 2013.

The vote was taken to adjourn this item for one month and then view an 18-month schedule.

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

NAYS: None Motion Carried

6.2 Chancellor's Goals for 2013-2014

Trustee Sullivan MOVED to approve the Chancellor goals for 2013-2014. Trustee Bryant seconded.

Trustee Bryant stated several trustees attended the Association of Governing Boards conference last month and the goals presented by the Chancellor are consistent with what was learned about how Boards can ensure academic quality. The Chancellor's goals are focused specifically on student learning and student success. This is where Trustee Bryant believes the Board ought to be focused.

Trustee Kuhn commented he reviewed the Chancellor's goals for the past several years. In his opinion these goals are by far the most detailed and clear goals the Board has seen for a number of years.

Chair Kelly stated the Board did have a workshop where the Board reviewed the objectives of the Educational Master Plan, and they are essentially being adopted by the Chancellor as his goals for the 2013-2014 year. Chair Kelly agreed with the comments of the other Board members.

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

NAYS: None Motion Carried

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Bryant stated several Board members attended the AGB conference last month. She and the Chancellor attended a pre-conference workshop entitled, "Sharing Governance: Balance of Influence between Board, Faculty and Administration." She learned there is really nothing simple about shared governance. Trustee Bryant

proposed sometime in the future the Board have an in-depth discussion regarding shared governance. She believes the confusion on shared governance has led the Board at different times to stray from their role. Trustee Bryant went on to say we probably all have of our own idea on what shared governance means.

Trustee Bryant also informed the Board the workshop presenters complimented Dr. Meyer on his understanding on the complexity of shared governance.

Trustee Kuhn noted the CBT reports addressed the inadequacies of our policies, and he hoped the Board would address this as the CBT pointed out a vast majority of our Board policies are irrelevant and inappropriate.

Trustee Bryant mentioned earlier this evening the Higher Learning Commission was mentioned, and she would like to review that four ago OCC received a report from the HLC where our accreditation was seriously threatened for several reasons. The first reason was the Board lacked collegiality, which the Board addressed and is doing much better. The second reason was the Board was chastised for not supporting our current Chancellor, and also past ones, where the Board was grinding through leaders to the detriment of the College's well-being. Another citation was due to the lack of assessment of programs, and the HLC warned OCC about this in past reports. This concern was not addressed until the accreditation was seriously threatened. From her years of service, Trustee Bryant stated the idea of going to the Higher Learning Commission with perceived complaints may not be wise. We need to be very careful on approaching the Higher Learning Commission.

Chair Kelly referenced the May 15, 2013 letter from the Chancellor with regard to his self-assessment as required by his contract. The Board will need to address the Chancellor's evaluation in the next month or so at a scheduled meeting for that purpose.

Trustee Sullivan noted he was also at the AGB conference and attended a workshop entitled, "Finance 101: Financial Literacy for Board Members," and it was very insightful and explained the financial responsibility and the role of the Board members and of the CEO.

7.2 Organizations and Associations

OCCFA President Mary Ann McGee expressed concerns of her organization's membership regarding various aspects of the College's governance.

8 ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 9:12 p.m.

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary