



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 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 7:00 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
Sandra Ritter, Trustee (arrived 7:20 p.m.)

Absent

None

1.3 Approval of Agenda

Trustee Bryant 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

Jeff Smith spoke regarding the benefits he receives from taking ceramics classes.

Gerry Faye, Orchard Ridge human sciences faculty member, distributed an article to the Board from the *New York Times* (2/29/12) titled "Colleges Misassign Many to Remedial Classes, Studies Find."

Emily McAllister, Highland Lakes math faculty, informed the Board there was a math conference last month at the Orchard Ridge Campus.

Robert Long, business faculty at Orchard Ridge, informed the Board the OCCFA lawsuit was settled and also spoke about the CBT reports.

Robert Lamphear, English faculty at Highland Lakes, distributed to the Board the response he received from the Higher Learning Commission regarding the complaint he submitted to them in June of 2013. He indicated his concerns still exist.

1.5 Student Presentation – None

1.6 Approval of October Board Meeting Minutes

1.6.1 Approval of October 15, 2013 Regular Meeting Minutes

Trustee Sullivan MOVED to approve the minutes of the October 15, 2013 regular Board meeting. Trustee Bryant seconded.

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

NAYS: None Motion Carried

1.6.2 Approval of October 29, 2013 Special Meeting Minutes

Trustee O’Sullivan MOVED to approve the minutes of the October 29, 2013 special Board meeting. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

2. CHANCELLOR’S REPORT

2.1 Chancellor’s Comments

Dr. Meyer was pleased to announce the City of Farmington Hills at their Beautification Awards Ceremony on October 24th awarded the Orchard Ridge Campus a certificate for Building/Landscape Renovations.

It was also an honor for Dr. Meyer to announce Dr. Pam Jackson, Orchard Ridge math faculty, was awarded the VIP Woman of the Year by the National Association of Professional Women.

2.2 Staff Report – IT Update on Broadcasting Board Meetings – Sharon Miller, Vice Chancellor of External Affairs, and Robert Montgomery, Vice Chancellor for IT

Vice Chancellors Sharon Miller and Robert Montgomery addressed the Board on the topic of broadcasting Board meetings. Ms. Miller relayed the results of a survey conducted by the MCCA in October with all 28 Michigan community colleges. The findings were that OCC is the only Michigan community college who airs their Board meetings on cable tv. Most of the other colleges do not even video record their meetings, and none download them to their college websites. Ms. Miller noted the Board meeting cable schedule will be available on Infomart which will provide broadcast dates/times, as well as webcasting information.

Trustees Bryant and Ritter indicated they would like OCC to be up to the same standards for broadcasting their meetings as other organizations/businesses in Oakland County. Chair Kelly confirmed with Ms. Miller our meetings are currently on the web and available for anyone to view, and tonight's presentation was an update report to the Board.

2.3 Introduction of New Staff

Auburn Hills President Gordon May introduced Thomas Dayfield, a public safety officer assigned to the Auburn Hills Campus.

Dr. Meyer informed the Board one of the individuals who took the ESIP program is Clarence Brantley. As the Vice Chancellor of Administrative Services position is critical to OCC, Dr. Meyer appointed two individuals to fill in during the interim. He introduced Richard Kolcz, who will serve as Interim Vice Chancellor of Administrative Services and will be addressing all physical assets at OCC. Dr. Meyer also introduced Charles (Chuck) Thomas, who will serve as interim Vice Chancellor of Business and Finance.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry provided his monthly update to the Board, which included summary comments on the CBT reports regarding child care assessment and integrated planning. He also informed the Board of committee activity, as well as new ad hoc committees being formed.

3.2 Student Reports - Ms. Rabia Khan, Student Representative from the Auburn Hills Campus, reported on student life activities at the campuses.

- 3.3 Academic Initiatives – “Curriculum Life Cycle Model – Understanding OCC’s Future” – Marty Orłowski, Executive Director of Curriculum and Student Learning, and Kelly Perez-Vergara, Curriculum Analyst

Mr. Orłowski and Ms. Perez-Vergara addressed the gap analysis – measuring community need (supply and demand). The supply constitutes educating enough students to meet employer demand without oversaturating the region. In reviewing the community need for OCC certificate programs, OCC occupational associate degree programs, and OCC associate degree programs for transfer, the unfortunate pattern was few of these programs fall in the high to moderate need, with the majority falling in the low to very low need.

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 Faculty Recommendations Report.
Trustee Sullivan seconded.

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

NAYS: None Motion Carried

4.2 Business and Finance

4.2.1 Treasurer’s Report

Trustee Ritter inquired if the plant fund notations are before or after we purchased the Southfield properties. Controller Gail Pitts replied if Trustee Ritter was referencing the property purchased in January, the answer would be after.

4.2.2 General Fund Budget Status Report

The Board had no questions regarding the General Fund Budget Status Report.

4.2.3 2012-2013 Annual Audit

Gail Pitts thanked the financial staff who worked on the audit. She then introduced Paul Edwards and Dana Coomes from Plante Moran, who reviewed the 2012-2013 Annual Audit Report with the Board. Ms. Coomes stated OCC

received an unqualified opinion on the financial statements, which is the highest possible grade an institution can receive on its financial statements. She also reported the audit concluded a month earlier than last year. Regarding the federal awards audit, Ms. Coomes noted they did identify one finding in internal control over compliance, and the College has already implemented a corrective action plan. Mr. Edwards provided an update of future financial reporting and legislative changes that may affect the College in the future with regards to Accounting for Pension and Other Postemployment Benefits (OPEB), Governmental Accounting Standards (GASB) Fair Value Measurement, MPSERS Reform, and the Affordable Care Act. Craig Roshak, Chair of the OCC Audit Committee, advised the committee also reviewed the audit and were satisfied.

4.3 College Facilities

4.3.1 Demolition/Site Restoration Highland Hall Highland Lakes Campus OCC Project No. PF-HL14-002

Trustee Sullivan MOVED for the Board of Trustees to grant authority to the College's Construction Manager, George W. Auch Company, to enter into a construction contract for the Demolition/Site Restoration of Highland Hall at a projected cost of \$1,400,000. Trustee Ritter seconded.

Trustee Ritter inquired why Auch was the chosen company for this project as there was no decision by the Board at the October meeting to use Auch. Dr. Meyer replied without a bid procedure in place at the current time, it is suggested Auch be considered for the demolition project. A bidding process will be in place for future construction projects. Chair Kelly confirmed the project is not to exceed \$1.4 million. Trustee Kuhn noted Auch is only responsible for handling the bidding process on this project, not doing the actual demolition process. Trustee Sullivan also noted this should include the environmental aspects of the project, also. Dr. Meyer confirmed that is correct, the entire project with all that it encompasses, should not exceed \$1,400,000.

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 Kuhn requested item 4.4.1 be removed for further discussion.

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.4.2- 4.4.4 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Kuhn MOVED to approve items 4.4.2 - 4.4.4 on the Consent Calendar - Contracts and Purchases. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

4.4.2 Information Technologies Operations Audit College-Wide

The Board of Trustees approved a contract with Plante & Moran, PLLC for services of an IT Operations Audit at a cost not to exceed \$68,400.

4.4.3 Contract with Innovative Learning Group (ILG) Economic and Workforce Development – MNJT Program

The Board of Trustees approved the use of Innovative Learning Group for a total amount not to exceed \$180,000 for training delivered to DENSO International America, Inc. and Plymouth Technology through June 30, 2014.

4.4.4 The MathWorks, Inc. Economic and Workforce Development

The Board of Trustees approved the use of The MathWorks, Inc. for training services at a cost not to exceed \$110,000 for training delivered through June 30, 2014.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.4.1 Information Technologies Network Maintenance College-Wide

Trustee Kuhn MOVED the Board of Trustees approve a three-year agreement through January 31, 2017 with Delta Network Services to provide network maintenance services at a cost not to exceed \$340,787 annually. Trustee Ritter seconded.

Trustee Kuhn inquired why only one bid was received out of ten solicited vendors. Director of Purchasing Gheretta Harris replied the manufacturer of the equipment will many times provide a better warranty to companies that place more orders

than those who do not. Therefore, many of the solicited vendors realize this and don't even bother to submit a bid because they know they are unable to compete.

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

NAYS: None Motion Carried

5 UNFINISHED BUSINESS - None

6 NEW BUSINESS

6.1 2013 Early Separation Incentive Plan

Trustee Sullivan MOVED the Board of Trustees authorize the additional expenditure of funds needed under the Early Separation Incentive Plan not to exceed \$200,000. Trustee Bryant seconded.

Trustee Ritter asked if more employees took advantage of the plan than was budgeted for. Dr. Meyer replied two more employees applied than was anticipated. Trustee Ritter asked if these employees are able to come back to the college under another contract. Vice Chancellor of Human Resources Bill MacQueen said under the terms they agreed to they cannot come back to work at OCC. Chair Kelly inquired how many employees enrolled, and Mr. MacQueen replied there were 16. Dr. Meyer noted the entire college community will receive a list of the employees taking the ESIP package and plan description.

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

NAYS: None Motion Carried

6.2 Annual Healthcare Contribution Requirement

Trustee Ritter MOVED the Board of Trustees pursuant to Act No. 152, Section 4(1) and (2) elects the College shall not pay more than eighty (80%) percent of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

7 COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

As MCCA representative for the Board, Trustee Bryant mentioned she and Dr. Meyer attended the MCCA Board of Directors meeting in October at Lansing Community College. She commented on the new statewide branding campaign generated by the Michigan Community College Association (MCCA) and the “Four Centers of Excellence” initiative launched by MCCA.

7.2 Organizations and Associations

OCCFA President Mary Ann McGee noted the College settled the OCCFA lawsuit. Some of the topics she addressed were the CBT reports, faculty positions, and communication.

8 ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 9:05 p.m.

Cherie A. Foster

Date

Daniel J. Kelly, Chair

Pamala M. Davis, Secretary