



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
May 20, 2014  
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 7:08 p.m. by Chair Kelly.

1.2 Attendance

Present

Daniel Kelly, Chair  
Thomas Sullivan, Vice Chair  
Pamala Davis, Secretary  
Thomas Kuhn, Treasurer  
Christine O'Sullivan, Trustee

Absent

Shirley Bryant, Trustee  
Sandra Ritter, Trustee

1.3 Approval of Agenda

As two trustees were absent, Trustee Davis MOVED to amend the agenda to remove item 5.1 "Legal Services" and to bring it forward next month. Trustee Kuhn seconded.

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

NAYS: None Motion Carried

Trustee Davis MOVED to amend the agenda to add Applied Technology Systems Welding Simulators to the agenda under 4.4 Contracts and Services as part of the Consent Calendar. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

Trustee Davis MOVED to amend the agenda to reverse the order of Community Comments and place item 7.1 Board Member Reports and Comments as item 7.2 and Labor Organizations and Associations as item 7.1. Trustee Sullivan seconded.

Chair Kelly suggested we address the agenda policy at the next meeting.

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

NAYS: None Motion Carried

#### 1.4 Public Comments/Petitions

Gerald Faye, Orchard Ridge faculty, addressed the sound and capacity conditions in the overflow meeting room.

Robert Long, Orchard Ridge faculty, presented a letter sent out by Enrollment Services to new students regarding registration. He said he objected to the tone of the letter stating he didn't think the letter made students feel welcome.

Gina Mandas, Highland Lakes faculty, discussed her concerns regarding the College's move to limit last minute registration.

Thirteen individuals addressed the subject of tuition rate for immigrants.

#### 1.5 Student Presentation – None

#### 1.6 Approval of Minutes

##### 1.6.1 Review of March 18, 2014 Regular Meeting Minutes

Trustee Sullivan MOVED to approve the March 18, 2014 Regular Meeting Minutes. Trustee Davis seconded.

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

NAYS: None Motion Carried

##### 1.6.2 Review of April 22, 2014 Regular Meeting Minutes

Trustee O'Sullivan MOVED to approve the April 22, 2014 Regular Meeting Minutes. Trustee Sullivan seconded.

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

NAYS: None Motion Carried

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Dr. Meyer began his presentation by showing several slides of the Highland Hall demolition.

He continued by referring to the month of May as OCC Pride Month. The month began with OCC co-hosting the Economic Outlook Luncheon with Oakland County. Economists presented an exceptionally strong jobs report and challenged OCC to lead the development of talent to fill these positions. Dr. Meyer continued by noting the State of the College Address was extremely well received by the Oakland County Board of Commissioners. He attended four honors convocations at the campuses in which he was proud to be a part of recognizing the students' scholastic accomplishments. Dr. Meyer noted the pinnacle of the year is always the graduation ceremony, which took place this year on May 17<sup>th</sup>. Over 2,500 students received their certificates or degrees. He encouraged more trustees and faculty to attend.

Lastly, Dr. Meyer referenced the Budget Workshop that took place on May 12<sup>th</sup> in which the Board and College employees were invited. The budget was presented along with numerous presentations and discussion.

### 2.2 Staff Reports

#### 2.2.1 "Tuition" – Sharon Miller, Vice Chancellor of External Affairs

Ms. Miller began by stating tuition can prove to be a complex and shifting landscape due to property tax fluctuations, "user pay/community first" perspectives, the DACA topic, and new economic development strategies regarding F-1 student retention.

Ms. Miller also reviewed the recommendations for in-district and out-of-district tuition. Individuals who are immigrants, non-immigrants/work-visa holders, and DACA students will be placed according to their home address. Individuals who qualify for out-of-state tuition are students who live outside the state of Michigan, F-1 students who do not own property in Michigan, and undocumented students who do not own property in Michigan.

The proposed tuition rates are \$82 in-district, \$154 for out-of-district, and \$216 for out-of-state.

Trustee Kuhn inquired as to the out-of-state tuition rate for 2012. Ms. Miller replied it was \$175.80.

Trustee O'Sullivan asked if the increase for out-of-state tuition is 11 percent each year. Ms. Miller replied the Board has the option to vote on the percentage annually.

2.2.2 “Enrollment” - Dr. Cathey Maze, Vice Chancellor of Academic and Student Services

For Summer I Enrollment at OCC, Dr. Maze noted the following:

Headcount: 13,551 students total

4,210 at Auburn Hills, -5.5 percent from one year ago, -14.2 percent five years ago

2,428 at Highland Lakes, -9.2 percent from one year ago, -26.3 percent five years ago

3,757 at Orchard Ridge, -10.7 percent from one year ago, -22.8 percent five years ago

3,691 at Royal Oak, -18.9 percent from one year ago, -26.1 percent five years ago

1,937 at Southfield, -25.0 percent from one year ago, -26.3 percent five years ago

Credit Hours One-Tenth Day of Session – 70,441

The top programs for 2014 Summer I are:

General Studies (1,028)

Liberal Arts (1,016)

Business Administration (1,006)

Nursing (1,001)

Science (601)

Trustee Sullivan inquired if there was a reason the Highland Lakes and Southfield numbers were significantly down. Dr. Maze said a possibility may be due to demographics; however, she really doesn't know.

2.3 Introduction of New Staff

Interim Vice Chancellor of Administrative Services Richard Kolcz introduced James Myers, a Public Safety Officer at the Auburn Hills Campus.

**3. ACADEMIC AND STUDENT AFFAIRS**

3.1 Academic Senate Reports

College Academic Senate Chair Shawn Dry provided his monthly report to the Board. Some of the topics covered were recommendations concerning the revised definition of student success; formal integration into college academic planning; and the Technology Management Committee participating in the process to gain approval to offer online degrees.

Mr. Dry said as Senate leader he was concerned by the process the decision was made regarding the American Honors Program. This recommendation came out of the Educational Master Plan implementation team comprised of a number of faculty members. Mr. Dry stated faculty representation is not the same as Academic Senate representation. This was a conversation that took place before there was an Academic

Senate representative on the team, so the Senate did not have an opportunity to engage in the discussion leading up to making this decision. He said Senate did ask Dr. Steve Reif (administrator in charge) to talk to the Academic Senate about American Honors. Representatives did attend a Senate meeting and a long discussion took place; however, it became clear the decision to explore the partnership was already made by the team. This was more of an informational conversation rather than a conversation leading to a recommendation by the Senate. Mr. Dry feels the Senate should be part of the decision-making process, not be asked for advice or provided information after the decision was already made.

Trustee Sullivan asked Mr. Dry if the Senate is upset because decisions are being made on an administrative level without being presented to the Senate first. Mr. Dry said there is a distinction between having a decision made and asking for input and feedback rather than inviting people to the table at the early stage of the conversation and getting input and insight before the decision is made. Trustee Sullivan understands what they have a problem with, but said if they didn't come to you at all you wouldn't have had the problem. Mr. Dry said not coming to the Senate at all would probably have been a bigger problem.

- 3.2 Student Reports – Ms. Blanca Fox, Student Representative from the Royal Oak/Southfield Campus, presented her report to the Board on student life activities at the campuses.
- 3.3 Academic Initiatives – “American Honors” – Dr. Timothy Meyer, Chancellor, and Dr. Cathey Maze, Vice Chancellor of Academic and Student Affairs

Dr. Meyer provided background on an Honors College concept. It is a competitive two-year academic honors transfer program at community colleges structured to facilitate transfer to top universities after two years.

Dr. Maze explained the American Honors Organization is a little over two years old with a mission to create the first 2+2 honors college network in the U.S. (two years at a community college in this honors program and then transferring to a tier-one institution to complete the last two years). They are approved by the Higher Learning Commission. If we were to join American Honors, OCC would be the flagship in Michigan. American Honors is also in discussion with Jackson College and Delta College.

Some of the benefits of the program outlined by Dr. Maze are the quality of the experience (smaller class time, increased personalized advising); huge savings over four years; faster time to a degree with no wasted credits; provides a pathway to top 200 public and private colleges; and can guarantee admission at many colleges.

Dr. Maze noted American Honors would utilize OCC administration, faculty, and courses. American Honors would work with our faculty on course design and development, but wouldn't actually design or develop the courses. American Honors

would not teach the courses or bring in special teachers. They would dedicate ten individuals who would be at OCC for ten years. They would originally invest one to two million dollars for the startup, with an expected break-even timeframe of about four years. The investment comes from them, not from OCC.

Out of the 60 credits to graduate, only 24 credits would be honors courses. The other courses they would be taking with our general population. Faculty and adjuncts would decide what those courses are and would develop and teach the courses. They would be responsible for the course content and go through the Senate Review process. American Honors would provide release time for the faculty to develop those courses.

Additionally, faculty would benefit from American Honors in the following ways:

- Boost enrollment at OCC
- Chance to teach honors students
- New resources to support high-quality education
- Potential global opportunities for faculty and students
- Opportunities for professional development.

Trustee Sullivan inquired if there is a demand for an honors college. Dr. Maze said it was one of the objectives that came out of the original meetings with faculty. From these meetings it was recognized we work a lot with our developmental students, but we also have many students who are academically well-prepared, and we want to give them their opportunity to be successful. American Honors is a win-win because you can be an honors student and you can transfer to one of these institutions and the student pays a lesser tuition.

Trustee Sullivan then asked if the faculty is interested in pursuing this. Dr. Reif replied the Honors College committee probably had the largest faculty component of any committee he was aware of in the 14 years he has been at OCC. It was an open invitation to faculty and staff to participate. The number of faculty involved was around 25. This has been discussed with the committee and they also met with American Honors Chief Academic Officer Dr. David Feingold who talked to the faculty via Skype after which there were no questions, suggestions or concerns raised at that time. The group took a vote, and it was two to one in favor to continue to pursue the program. Dr. Reif spoke with Dr. Feingold and asked him to come speak to the Senate, which he plans to do within the next week or so. Dr. Reif also emphasized the faculty is in control – the faculty develops the courses and the content. There will be a group of OCC faculty who will serve as a governing Board regarding whether a course meets the level that we have identified as an honors course. There will also be a faculty representative who participates with all community colleges under the umbrella of American Honors. Dr. Reif concluded it will be faculty driven. It also offers opportunities for faculty to engage with faculty at four-year institutions, to do joint opportunities for research, to do joint teaching if they so desire, joint publications, and joint presentations of papers at conferences. There is more to be gained here than just offering an honors course to a

student. Trustee Sullivan stated it sounds like a very interesting opportunity and a challenge for faculty members who want to avail themselves of it.

Trustee Davis asked Dr. Maze if the 24 credit hours that are part of the honors degree are standard. Dr. Maze replied yes, but not all classes are honors classes. She said the categories of classes pretty much mirror the Michigan Transfer Agreement in terms of math, science, humanities, and social sciences. It would be the faculty who decides which course in those categories would be appropriate. Trustee Davis inquired if it will also be offered online. Dr. Maze said it could be done, but it would be up to the faculty if they choose to do it that way.

Chair Kelly asked if there would be an increase in the tuition rate for these students. Dr. Maze replied there would be an increase in the tuition for the students who are recruited and become part of the American Honors College. That increase is within the Pell eligibility, as well as scholarships available to those students who may need them. As Dr. Maze understands it, half of the amount over our normal tuition is passed on to American Honors and half to OCC.

#### **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 revised Faculty Recommendations Report. Trustee O'Sullivan seconded.

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

NAYS: None Motion Carried

On behalf of the College, Chair Kelly and Chancellor Meyer congratulated Anna Bouchard who worked at OCC for 11 years as a student services specialist at the Auburn Hills Campus. Stephanie Spears-Booth, also from the Auburn Hills Campus, is retiring after 26 years of service as an admissions recruiter. Larry Hojna, who was unable to attend, was also congratulated for his 35 years of service as manager of campus affairs at the Highland Lakes Campus.

Ms. Bouchard stated she enjoyed her time at OCC. She said it is a great institution. Ms. Spears-Booth echoed Ms. Bouchard's comments stating she also enjoyed her experience here at OCC.

## 4.2 Business and Finance

### 4.2.1 Treasurer's Report

The Board had no questions regarding the Treasurer's Report.

### 4.2.2 General Fund Budget Status Report

There were no questions regarding the General Fund Budget Status Report.

### 4.2.3 Budget Public Hearing 2014-15

Charles Thomas, Interim Vice Chancellor of Business and Financial Services, reviewed the 2014-15 Proposed General Fund Budget with the Board. Two particular items he focused on were property taxes and tuition rates. The budget amount proposed for the 2014-15 fiscal year is \$157,181,545. In past budgets we had room for facility maintenance projects and equipment-related items that totaled about \$2.3 million. That was removed from the General Fund Budget and moved to the Transition Budget, which will be funded from Plant Fund Reserves. It is the goal within three years to eliminate the Transition Budget.

Trustee Davis asked how the investments are doing. Mr. Thomas replied we have one of our biggest declines in revenue income due to a couple of factors: one is we have less money to invest and secondly we've had a decline over a long period of time in the interest rates that are offered on the type of investments the College can hold.

Chair Kelly inquired about the ten-year comparison; if you go back ten years, the revenue expenditures were \$154 million and today they are \$157 million. They've stayed relatively consistent around that number. Mr. Thomas agreed. Chair Kelly said with regard to the revenue sources if we went back ten years, property taxes accounted for 62 percent of our revenue and tuition and fees accounted for 22 percent. It appears that has now flip flopped over the past ten years where property taxes now represent about 49 percent and tuition and fees represents 35 percent. Chair Kelly asked if this is a trend that will continue or is this something that has leveled out. Mr. Thomas said we did get some increase in property tax revenues, but at its peak we lost about \$25 million in property taxes. He believes that has bottomed out, and for this year will receive a 1.6 percent increase in the overall taxable value in the County. This shows some recovery in property taxes. As to tuition, Mr. Thomas said it really depends on enrollment. We are still planning for some decline in enrollment for the next year – possibly 3 percent.

Trustee Sullivan inquired historically weren't the three legs of our financial stool supposed to be three equal parts according to the Michigan Community College



Act. Mr. Thomas said that was true for many schools, and he believes it was the foundation on which community colleges in Michigan were based. Oakland County has the good fortune of having rapid growth and high taxable values and so as things develop Oakland probably got a shorter end of the stick as far as the State appropriations.

#### 4.2.4 Tuition

Trustee Sullivan MOVED to adopt the following tuition rates effective in the fall 2014 semester:

\$82.00 per credit hour for in-district students – a 7% increase

\$154.00 per credit hour for out-of-district students – an 11% increase

\$216.00 per credit hour for out-of-state students – an 11% increase

Individuals will be placed into categories based upon the following criteria:

- Out-of-State Tuition:
- Students who live outside the State of Michigan
- F-1 Students who do not own property in Michigan
- Undocumented students who do not own property in Michigan

All other individuals including immigrants, non-immigrants/work visa holders, and DACA students will be placed according to their home address.

Trustee O'Sullivan seconded.

Trustee Kuhn stated he was not in favor of OCC being in the top half of the Michigan community colleges for out-of-state tuition. Trustee Kuhn MOVED to amend this motion to include the five points listed in the Executive Summary. Trustee Davis seconded.

Chair Kelly stated the five points Trustee Kuhn referred to came from the Executive Summary [dated May 8, 2014] prepared by the International Task Force, which provided information that led to the recommendation of the Board. Chair Kelly voiced he was a little unclear and not real comfortable in adopting it word for word as a policy of the College because he does not believe it was created for that purpose, and he would prefer two different motions. Trustee Kuhn agreed and withdrew his amendment.

Chair Kelly and Trustee Davis thanked the individuals who spoke to the Board this evening, noting it has been the goal of this Board to keep tuition rates down.

Trustee Davis apologized for having to raise tuition rates; but with the economy the way it is, she stated as a trustee she would not be doing her fiduciary responsibility if she voted no.

Chair Kelly agrees with Trustee Davis. He noted the focus of the Board was to primarily give the benefit to students who were paying taxes locally because as we just found out in the budget report over 50 percent of the College is funded by the property taxes of Oakland County payers. That was his focus last year as well as this year in terms of how we allocated credit. He said he appreciated the Task Force in pointing out some of the things that possibly the Board may have missed over the past couple of years not having looked at the fact that out-of-state or international students may very well be paying taxes here in Oakland County. Chair Kelly believes this is a fair realignment and adjustment and the Task Force called into play a lot of people we hadn't heard from in the last couple of years.

The Board voted on the original motion outlining the tuition rates:

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

NAYS: None Motion Carried

Trustee Kuhn MOVED to approve the recommendations presented by the International Task Force in their Executive Summary [May 8, 2014] points 1 through 5:

1. DACA students living in the OCC taxpaying district should be waived from paying the out of state portion of their tuition, and be reclassified as out of district or in district dependent upon their residence by showing proof of their address in district or out of district and proof of their DACA status (Form I-797).

If the DACA Executive Order is revoked or not extended, students already studying at OCC in DACA status will be grandfathered to complete their first degree at the in-district rate. A limit of three years will be placed on the time to complete.

2. Persons with work visa (H, L, M, etc.) status, together with their dependents, should be assessed the in-district tuition rate or out-of-district rate depending on their U.S. home address. Persons seeking the in-district rate or out-of-district rate will need to provide proof of immigration status and proof of U.S. home address.
3. F-1 students should be categorized as out of state for residency and tuition purposes, and the out-of-state rate should be redirected to the 2013 rate of \$195.15 (increased 11% for then active students) with an additional 11% increase for 2014, making the tuition rate \$216 for the academic year 2014/2015.
4. A task force should study and make recommendations about international education at OCC concerning the role of international students including DACA, all non-immigrants, immigrants, asylees, and refugees, by June 30, 2015. In the past, it has been clear that OCC valued international education and the

contribution of the international student community. If the College should desire to continue a strong emphasis on global education, it is recommended that it be included in the Educational Master Plan.

5. Given the ongoing changes in immigration law and the matters surrounding international members in our community, it is recommended the College put in place a mechanism to monitor and alert administration to changes which may require institutional action.

Trustee Davis seconded.

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

NAYS: None Motion Carried

#### 4.3 College Facilities

##### 4.3.1 Progress Report – Construction Projects

Trustee Kuhn asked Interim Vice Chancellor of Administrative Services Richard Kolcz what the status is of the Renovation/Major Maintenance Program.

Mr. Kolcz stated it will come before the Board for action in June. They are also in the process of reviewing the request for proposals for architects and construction managers.

#### 4.4 Contracts and Purchases

Trustee Kuhn asked item 4.4.4 be removed for discussion.

#### **CONSENT CALENDAR – CONTRACTS AND PURCHASES**

Items 4.4.1 through 4.4.3 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 4.4.3 on the Consent Calendar - Contracts and Purchases. Trustee O'Sullivan seconded.

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

NAYS: None Motion Carried

- 4.4.1 Gorno Ford  
Public Safety Vehicles  
Auburn Hills, Orchard Ridge, Royal Oak, and Southfield Campuses

The Board of Trustees approved the purchase of four (4) police vehicles from Gorno Ford at a cost not to exceed \$144,540.

4.4.2 Duplicating Services Equipment  
College-Wide

The Board of Trustees approved the execution and delivery of a Master Lease/Purchase Agreement with GreatAmerican Financial Services Corporation, as Lessor, and separate lease schedules thereto, for the acquisition, financing, and leasing of certain equipment to be manufactured, delivered and/or installed by Applied Imaging for duplicating equipment service, and supplies for a term of 60 months and at a monthly cost not to exceed \$10,000; approve the execution and delivery of other documents required in connection therewith; and approve all other actions necessary to the consummation of this transaction.

4.4.3 Fresh Produce Distributor  
Culinary Arts  
Orchard Ridge Campus

The Board of Trustees approved the use of Simon Leeman to provide fresh produce, groceries, and dairy products at a cost not to exceed \$70,000 for the 2013-2014 fiscal year.

**END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES**

4.4.4 Applied Technology Systems  
Welding Simulators  
Auburn Hills Campus

Trustee Kuhn MOVED to approve the purchase of five SATT welding simulators from Applied Technology Systems at a cost not to exceed \$88,075. Trustee Sullivan seconded.

Trustee Kuhn asked for information on this item. Debra Bayer, Interim Academic Dean of Engineering, Manufacturing and Industrial Technologies, explained the College had \$90,000 in a Perkins Grant for 2013-2014. The requested welding simulators are able to teach entry-level students how to practice their welding techniques while the instructor can closely supervise their learning. She concluded this is an opportunity to upgrade a program in need.

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

NAYS: None

Motion Carried

## **5 UNFINISHED BUSINESS**

### 5.1 Legal Services

This item was tabled for the June Board meeting.

## **6 NEW BUSINESS**

### 6.1 Quarterly Reports

Trustee Kuhn said he would like this item put over until next month.

## **7 COMMUNITY COMMENTS**

### 7.1 Labor Organizations and Associations –

Mary Ann McGee, OCCFA President, expressed her concerns regarding the 2014-15 budget. She also mentioned in previous years comments from the labor organizations and associations were presented earlier in the meeting.

Kelly Taylor, Vice President of AFSCME Local 2042, thanked Dr. Meyer for attending their general membership meeting last month. The meeting was well attended, and Dr. Meyer addressed their questions on the budget as well as other matters. Ms. Taylor thanked Dr. Meyer for his open-door policy.

### 7.2 Board Member Reports and Comments

Chair Kelly appointed Trustee Bryant to replace Trustee Sullivan on the Audit Committee.

Trustee Sullivan echoed Dr. Meyer's earlier comments regarding the State of the College Address presented to the Oakland County Board of Commissioners. He said the presentation was most informative and was extremely well received. Trustee Sullivan gave kudos to everyone involved.

## **8 ADJOURNMENT**

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

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

NAYS: None

Motion Carried

Chair Kelly adjourned the meeting at 9:50 p.m.

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Cherie A. Foster

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Date

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Daniel J. Kelly, Chair

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Pamala M. Davis, Secretary