



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
November 18, 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 7:00 p.m. by Vice Chair Sullivan. Vice Chair Sullivan congratulated Shirley Bryant on her re-election to the Board for another six years, as well as congratulated our newly-elected trustee, John McCulloch, who will be joining the Board in January.

1.2 Attendance

Present

Thomas Sullivan, Vice Chair
Thomas Kuhn, Treasurer
Shirley Bryant, Trustee
Sandra Ritter, Trustee

Absent

Daniel Kelly, Chair
Pamala Davis, Secretary
Christine O'Sullivan, Trustee

1.3 Approval of Agenda

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

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None

Motion Carried

1.4 Approval of September 16, 2014 Regular Minutes

Trustee Kuhn MOVED to approve the September 16, 2014 Regular Meeting Minutes.
Trustee Bryant seconded.

AYES: Bryant, Kuhn, Sullivan

NAYS: None

ABSTAIN: Ritter (was not present at the meeting) Motion Failed

1.5 Public Comments – None

1.6 Academic Senate Report

Senate Chair Shawn Dry provided his monthly report. Some of the topics covered included academic planning, American Honors Partnership, curriculum development and review, grade appeal, and the Michigan Transfer Agreement.

On behalf of the Senate, Mr. Dry congratulated Trustee Ritter on her years of service at OCC.

1.7 Labor Organizations and Associations

OCCFA President Mary Ann McGee congratulated Trustee Bryant on her re-election to the Board and looks forward to working with her.

Ms. McGee reported the discussions on building a working relationship between Administration and OCCFA are moving forward positively with both groups being committed to the process.

Lastly, on behalf of the faculty, Ms. McGee recognized Trustee Ritter's commitment to OCC.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments - None

2.2 Staff Reports – “Clery Act and Annual Security Report” Mr. Terry McCauley, Public Safety Director

Mr. McCauley discussed OCC's 2014 Annual Department of Public Safety Report. This report is sent each year to all employees and students. He was pleased to report very few incidences at the campuses, with no incidences occurring at District Office or the Pontiac Center.

2.3 Introduction of New Staff

Vice Chancellor of External Affairs Sharon Miller introduced Carol Furlong, OCC's new Foundation Executive Director.

Dr. Timothy Sherwood, Associate Vice Chancellor of Academic and Student Affairs, introduced Kelly Perez-Vergara, our new Director of Curriculum Research and Operations.

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Student Reports

Ms. Shannon Woody, Student Representative from Highland Lakes Campus, presented her report to the Board on student life activities at the campuses.

3.2 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 Ritter seconded.

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None Motion Carried

4.2 Business and Finance

4.2.1 Treasurer's Report

There were 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 2013-2014 Annual Audit

Peter Provenzano, Vice Chancellor of Administrative Services, reported OCC had a very successful audit. He thanked his staff for their assistance. He presented a slideshow regarding OCC's revenues, expenses, and past trends and net positions.

Trustee Ritter inquired if raising our tuition has had a negative effect on our enrollment. Mr. Provenzano replied most people think because we are raising tuition fees we would be collecting more tuition revenue. However, because enrollment has declined, it has actually been the opposite. He believes enrollment has not decreased due to the tuition increase, but due more so to the state of the economy and the population of the high school students.

Trustee Bryant noted she sits on the audit committee and was so impressed with the smooth transition due to the loss of several finance employees, and thanked Mr. Provenzano and Mr. Thomas who helped us through those rough times.

Mr. Provenzano then introduced Paul Edwards and Dana Coomes from Plante Moran, who provided an overview of the results of the 2013-2014 Annual Audit. Mr. Edwards reported there were no audit adjustments. There was one finding in the student financial aid area, but overall the staff was well prepared and the financial records were in very good shape, and were able to complete the audit at about the exact same time as last year.

Ms. Coomes noted there was one compliance finding, but that finding did not have any questioned cost. It was related to timing with return to Title IV, which is a student financial aid item. She continued overall OCC has \$83 million of federal money running through the College, \$42 million of which is the student loans. Two programs were audited, one being the student financial aid and the other the Workforce Investment Act. Ms. Coomes noted the combination of those make up the majority of the federal awards running through the College. She commented to have only one finding as a result of their audit is excellent.

Craig Roshak, Chair of the OCC Audit Committee, advised the committee also reviewed the audit findings at their October 15th meeting and was very satisfied. He credited the staff and auditors for the audit being completed the same time as last year, especially due to the transition in OCC's finance department. He reminded the Board the College is not required to have an audit committee, but chooses to do so.

Vice Chair Sullivan thanked everyone who was involved in the audit.

4.3 College Facilities – Quarterly Report (July 1 to September 30, 2014)

Executive in Residence Richard Kolcz explained the format of the College Facilities quarterly report. A discussion took place regarding the Foundation building and the Orchard Ridge pool. Mr. Kolcz commented there is not a lot that can be done to the Foundation with the amount budgeted. To do anything internal, the entire building would have to be brought up to code, which would require a large amount of money. He also indicated a study is being done regarding the pool, and a report will be presented to the Board by next quarter at the latest.

Trustees Bryant and Kuhn complimented Mr. Kolcz on the informative and well-organized report.

4.4 Information Technology – Quarterly Report (July 1 to September 30, 2014)

Vice Chancellor for Information Technologies Robert Montgomery presented the IT quarterly report.

Trustee Ritter inquired about the Avamar expansion and asked if it was a duplication of efforts with what we have with Oakland County. Mr. Montgomery explained Avamar will provide data storage back-up technology for all of the campuses and will be housed at the Auburn Hills Campus. He went on to say the arrangement OCC has with Oakland County is they house back-up equipment, including server, storage, and networking hardware. These are two entirely different things, with one being a software issue and the other dealing with hardware.

4.5 Contracts and Purchases

Trustee Ritter requested item 4.5.1 be removed for discussion.

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.5.2 through 4.5.3 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 4.5.2 through 4.5.3 on the Consent Calendar - Contracts and Purchases. Trustee Bryant seconded.

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None Motion Carried

4.5.2 Bulk Road Salt Buildings and Grounds College-Wide

The Board of Trustees approved the purchase of bulk road salt from Compass Minerals America, Inc. at a cost not exceed \$74,695 for the 2014-15 winter season.

4.5.3 ETAS, Inc. Economic and Workforce Development – MNJT Program

The Board of Trustees approved the use of ETAS, Inc. for training services at a cost not to exceed \$57,120 for training delivered through June 30, 2015.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

4.5.1 Snow Removal Service Operations and Maintenance Auburn Hills Campus and District Office

Trustee Kuhn MOVED the Board of Trustees approve the use of Garden Solution & Maintenance, LLC for snow removal services at the Auburn Hills Campus and District Office at a cost not to exceed \$225,700 through April 2015. Trustee Ritter seconded.

Trustee Ritter stated the proposed vendor is from Macomb County. In the interest of supporting Oakland County, Trustee Ritter MOVED to amend the motion to approve the use of the second lowest bid Ken Jackson Cleanup Inc. [from Oakland County] for snow removal services at the Auburn Hills Campus and District Office at a cost not to exceed \$235,500. Trustee Kuhn seconded.

Trustee Bryant noted when staff decides on bids that prices aren't always the only part, and she asked if there are any other extenuating circumstances of why this choice was made other than the cost.

Mr. Provenzano stated the purchasing policy does not provide for any home advantage; so historically what we have done is taken the lowest bidder as long as they were a qualified bidder. Also, Garden Solutions provided good service last year.

Trustee Ritter mentioned where it may not be a policy, the Board in the past has at times used Oakland County vendors even when they were not the lowest bidder.

AYES: Kuhn, Ritter

NAYS: Bryant, Sullivan Motion Failed

Trustee Ritter MOVED to vote on the original motion [Garden Solution and Maintenance, LLC]. Trustee Kuhn seconded.

AYES: Bryant, Kuhn, Sullivan

NAYS: Ritter Motion Failed

Mr. Provenzano received clarification from Kelly Taylor, Interim Construction Liaison, on the bid from Ken Jackson Cleanup Inc. [Oakland County bidder] that they request an additional 25% every time it snows over 4".

Vice Chair Sullivan stated based on this new information we are no longer comparing apples to apples.

Parliamentarian Coco Siewert suggested the Board can move to reconsider the motion. Trustee Ritter said if the Board is not provided adequate information on an item, how can they vote to make a decision? However, Trustee Ritter said she will reconsider. Trustee Kuhn seconded.

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None Motion Carried

The Board then voted on the original motion to approve the use of Garden Solution & Maintenance, LLC for snow removal services at the Auburn Hills Campus and District Office at a cost not to exceed \$225,700 through April 2015.

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None Motion Carried

5. UNFINISHED BUSINESS - None

6. NEW BUSINESS

6.1 January 2015 Special and Regular Board Meetings

Trustee Bryant MOVED the Board of Trustees approve January 20, 2015 to hold a special meeting for the purpose of electing Board officers at 6:30 p.m. Trustee Kuhn seconded.

Trustee Ritter said she didn't feel comfortable to vote on the matter as she will not be a member of the Board after December. Trustee Kuhn inquired if the Board was polled as to this date. Secretary Foster replied the date chosen coincides with the existing Board schedule of the third Tuesday of the month. She also noted the 2015 schedule will be discussed at the January meeting when the new trustee is on Board.

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None Motion Carried

Trustee Bryant MOVED the Board of Trustees approve January 20, 2015 to hold its regular meeting at 7:00 p.m. Trustee Kuhn seconded.

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None Motion Carried

6.2 Resolution Authorizing the Exemption of Taxes from Capture by the City of Farmington Grand River Corridor Improvement Authority

Trustee Bryant MOVED the Board of Trustees approve the Resolution Authorizing the Exemption of Taxes from Capture by the City of Farmington Grand River Corridor Improvement Authority and authorize the Chancellor, or a designee of the Chancellor, to attempt to negotiate a contract with the City and the Corridor Improvement Authority at a later date. Trustee Kuhn seconded.

Mr. Provenzano and attorney George Butler discussed the purpose for the resolutions. By opting out of both the Farmington and City of Farmington Hills exemption of taxes, it allows OCC to negotiate the terms of the contract. Mr. Provenzano noted those type of authorities have cost OCC over \$25 million in lost revenue over the past ten years, averaging about \$2.5 million a year. Once negotiated, this matter will come back before the Board for a vote.

A roll call vote was taken:

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None

Motion Carried

6.3 Resolution Authorizing the Exemption of Taxes from Capture by the City of Farmington Hills Grand River Corridor Improvement Authority

Trustee Bryant MOVED the Board of Trustees approve the Resolution Authorizing the Exemption of Taxes from Capture by the City of Farmington Hills Grand River Corridor Improvement Authority and authorize the Chancellor, or a designee of the Chancellor, to attempt to negotiate a contract with the City and the Corridor Improvement Authority at a later date. Trustee Kuhn seconded.

A roll call vote was taken:

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None

Motion Carried

6.4 Annual Healthcare Contribution Requirement

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

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None

Motion Carried

7. BOARD MEMBER REPORTS AND COMMENTS

Trustee Bryant congratulated Dr. Shadko on her new position as Vice Chancellor of Student Services, adding she believes it is a position the College needs.

Trustee Bryant also mentioned while attending the ACCT in Chicago this past October, she ran into Dr. Gordon May, who is now President at Baltimore City College. She passed on his hello to everyone.

Trustees Bryant, Sullivan, and Kuhn all expressed their thanks and congratulations for Trustee Ritter's 36 years of service at OCC.

Trustee Ritter stated there have been a lot of changes at OCC over the years, but yet a lot remains the same. She celebrates the many things OCC has accomplished. She complimented the integrity of the curriculum, faculty, and staff. Her parting thought was she believes everyone at the College has the spirit and commitment to the students and not to lose it as that is the most important thing.

8. ADJOURNMENT

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

AYES: Bryant, Kuhn, Ritter, Sullivan

NAYS: None

Motion Carried

Vice Chair Sullivan adjourned the meeting at 8:48 p.m.

Cherie A. Foster

Date

Thomas P. Sullivan, Vice Chair

Thomas Kuhn, Treasurer