



BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
August 18, 2003  
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 by Chairperson Simmons at 7:00 p.m., who welcomed all guests and staff members.

1.2 Attendance

Present

Janice Simmons, Chairperson  
John Wangler, Vice Chairperson  
Anne Scott, Secretary  
Phillip Abraham, Trustee  
Pamala Davis, Trustee  
Judith Wisner, Trustee

Absent

Sandra Ritter, Trustee

1.3 Student Presentation

None

1.4 Review of Minutes

The minutes of the July 21, 2003, Board of Trustees' regular meeting were approved as presented.

**2 CHANCELLOR'S REPORT**

## 2.1 Chancellor's Comments

Interim Chancellor George Keith reported the following:

- OCC's staff did an excellent job of closing the College during the August 14 blackout. In particular, the IT staff were successful in bringing our computer systems down and then bringing them back up successfully on Monday morning. Dr. Spangler was in touch via email to express her concern for us and for the Board.
- There were 117 golfers present for the OCC Golf for Scholarships outing Friday, August 8, 2003 where \$35,000 was raised.
- Graduation for Diagnostic Medical Sonography/Radiation Technology students was rescheduled from August 14 to August 21 due to the blackout.
- Graduation for Respiratory Therapy students occurred August 13.
- Graduation for Surgical Technology students is scheduled for August 22.
- Campus-based and College-based teams are working together in developing the final schematics for the two new building additions to be located at the Highland Lakes Campus. The process is on schedule and the schematics will be submitted to the George F. Auch Company for estimates once they are complete.
- Harvey Bronstein, Business Administration faculty, was appointed to the Michigan Higher Education Assistance Authority by Governor Jennifer Granholm.
- The annual Pancake Breakfast is scheduled for Saturday, September 13.
- The Tony Angelo Cement Construction Company is conducting a fund raising program with its subcontractors. To date, \$24,600 has been donated by ten companies for the endowed scholarships for students enrolled in the Concrete Construction Program at the Orchard Ridge Campus.

## 2.2 Staff Reports

None

## 2.3 Introduction of New Staff

- President Sharon Blackman introduced Carol Hardaloupas, Auburn Hills Campus ESL faculty and Thomas Boozer, Auburn Hills Campus Interim Dean of Academic and Student Services.
- Chief Human Resources Officer, Catherine Rush, introduced Linda Appelt, Human Resources Assistant.
- Dan Cherewick, Director of Physical Facilities, introduced Wayne Seals, Auburn Hills Building Custodian.

# 3 COLLEGE RESOURCES

## 3.1 Personnel Recommendations

Secretary Scott MOVED to approve the Personnel Recommendations as submitted. Trustee Abraham offered a friendly amendment to have the Manager, Environmental Health & Safety position removed from the Personnel Recommendations for discussion purposes.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wisner

NAYS: None

ABSENT: Ritter Motion Carried

Secretary Scott MOVED to approve the Manager, Environmental Health and Safety position effective September 2, 2003.

A roll call vote was taken.

AYES: Simmons, Scott, Davis, Wisner

NAYS: Wangler, Abraham

ABSENT: Ritter Motion Carried

Secretary Scott MOVED to approve the remaining Personnel recommendations as submitted.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wisner

NAYS: None

ABSENT: Ritter Motion Carried

The Board approved the following personnel recommendations: the faculty appointment – annual contract for Diane Hill (OR) Humanities (Theatre); the administrative – exempt appointment of Michael Schmidt (CW) Manager, Environmental Health & Safety; the management staff – non exempt recommendation for Leave of Absence Without Pay for Rocio Oxholm-Flores (HL) International Student Advisor; the classified transfer of Paula Baldwin, Information Technologies Media Services Technician (AH) from Computer Specialist (DO); the classified transfer of Janet Bigman (RO) Faculty Office Secretary from PASS Secretary (RO); the classified transfer of Nancy Gross (OR) Business Administration Secretary from Enrollment Services Secretary (OR); the classified appointment of Anna Bouchard (RO), Enrollment Services Specialist; the classified appointment of Jeannie Kincaide (OR), Art/Photo Lab Paraprofessional; the classified part-time appointment of Amanda Chmielewski (AH), Child Care Assistant; Sherri Colon (AH), Child Care Assistant; Alexandra

Rivera (AH), Child Care Assistant; the maintenance transfer/promotion of Tony Knighton (OR) Groundskeeper; the resignation of Jane Bilot (SF), Child Care Assistant (part-time); the retirement of Cynthia DiCea (HL), Manager of Auxiliary Services and the resignation of Nancy Wade (DO), Director of Financial Services.

3.2 Business and Finance

3.2.1 Treasurer's Report

The Board of Trustees reviewed the Treasurer's Report

3.2.2 General Fund Budget Status Report

The Board of Trustees reviewed the General Fund Budget Status Report.

3.3 College Facilities

3.3.1 College-Wide Deferred Maintenance Project  
Building C and G Renovation/Program Development  
Orchard Ridge Campus  
OCC Project No. PF-OR03-006

Vice Chairperson Wangler MOVED to grant authority to the George W. Auch Company and the campus architectural firm Integrated Design Solutions, for the following work:

<u>Project Name</u>	<u>Project Cost</u>
Building C Renovation/Program Development Orchard Ridge Campus OCC Project No. PF-OR03-006	\$120,000

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wisner

NAYS: None

ABSENT: Ritter Motion Carried

3.3.2 Progress Report - Construction Projects

The Board of Trustees reviewed the Progress Report – Construction Projects

**CONSENT AGENDA – CONTRACTS AND PURCHASES**

Items 3.4.1 – 3.4.8 listed below on the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussions of these items unless a Board member or the Chancellor so requests, in which event the item will be removed from the general order of business and considered as the last item before Adjournment.

Secretary Scott MOVED to approve items 3.4.1 – 3.4.8 under consent agenda – contracts and purchases.

Trustee Abraham MOVED to remove item 3.4.2 from the consent agenda for discussion purposes.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wiser

NAYS: None

ABSENT: Ritter Motion Carried

Trustee Scott MOVED to approve the remaining items under consent agenda – contracts and purchases.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wiser

NAYS: None

ABSENT: Ritter Motion Carried

3.4.1 Contract to Purchase Direct Digital Controls Technology Support  
Collegewide

Siemens Support The Board of Trustees approved the five-year agreement with Building Technologies, Inc., for a collegewide DDC Technical Program at a cost not to exceed \$44,474 for the 2003/04 fiscal year.

3.4.3 Contract to Purchase Printing Services  
Printing of the 2004 Schedule of Classes

Grand Fall, The Board of Trustees approved the purchase of printing services from River Printing & Imaging, at a cost not to exceed \$91,695 for the Winter, Summer I and II 2004 class schedules.

3.4.4 Purchase Agreement for Waste By-Product Removal  
Collegewide

with The Board of Trustees approved a renewal of the purchase agreement U.S. Industrial Technologies, to provide transportation, disposal

and/or recycling of waste by-product material at a cost not to exceed  
\$35,000 for the 2003-2004 fiscal year.

3.4.5 Assignment and Training for K-9's  
Auburn Hills Campus

The Board of Trustees approved the contract with White Collar Canine for  
the purchase, testing and pre-training of police dogs at a cost not to  
exceed \$53,950 for the 2003-04 fiscal year.

3.4.6 2003-2004 Agency Affiliations  
Nursing and Health Care Technologies

The Board of Trustees approved the College's agency affiliation with  
the facilities stated on the attached list, and authorizes the Chairperson to  
execute any new agreement as necessary.

3.4.7 Contract with Behr Systems  
Workforce Development Services

The Board of Trustees approved a contract with Behr Services, at a cost  
not to exceed \$50,000 for training delivered through May 30, 2004.

3.4.8 Contract with RWD Technologies, Inc.  
Workforce Development Services

The Board of Trustees approved a modification of the contract with  
RWD Technologies, Inc., for an additional cost not to exceed \$60,000 for  
training through September 30, 2003

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

Trustee Scott MOVED to approve item 3.4.2, the purchase of ammunition and related supplies  
for the Oakland Police Academy.

There was only one responsive bid for this contract.

AYES: Simmons, Wangler, Scott, Davis, Wisner

NAYS: Abraham

ABSENT: Ritter

Motion Carried

3.4.2 Ammunition and Supplies

Oakland Police Academy

The Board of Trustees approved the purchase of ammunition and related supplies from CMP Distributors, Inc., at a cost not to exceed \$40,000 for the 2003-2004 fiscal year.

**4. ACACEMIC AND STUDENT AFFAIRS**

4.1 Academic Senate Reports

None

4.2 Student Reports

None

**5. OLD BUSINESS**

5.1 Revision to Board Policy 1.5.2, Order of Business

Vice Chairperson Wangler MOVED to approve the recommended revision to Board Policy 1.5.2, Order of Business, as lodged at the July 21, 2003 Board of Trustees Meeting.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wisner

NAYS: None

ABSENT: Ritter

Public Comments will move forward to Section 1.3 on the September 15, 2003 Board of Trustees meeting agenda.

5.2 Chancellor's Evaluation

The Chancellor's Evaluation Committee met to discuss the evaluation process for the chancellor and the chancellor's job description. Secretary Scott and Trustee Wisner will work together to reword a sentence to be added to the job description stating that the chancellor will communicate with members of the Board of Trustees on a regular basis. Additionally, the job description will be updated to state a doctorate is required under minimum education.

The following two statements will be added to the evaluation procedure:

1. A six (6) month review of the chancellor's progress will be conducted by the Board of Trustees during the first year of employment.
2. The chancellor has a role in determining goals.

Secretary Scott MOVED to accept the chancellor's job description as revised and the chancellor's evaluation procedure as revised.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Wisner

NAYS: None

ABSENT: Ritter

## 6. NEW BUSINESS

None

## 7. COMMUNITY COMMENTS

### 7.1 Board Member Reports and Comments

Chairperson Simmons thanked the subcommittee for all of the work they did to complete the chancellor's job description and the chancellor's evaluation procedure in a timely manner.

Vice Chairperson Wangler requested a progress report on CREST to include: goals, occupancy, and status of contracts. Dr. Blackman will report at the September Board meeting.

Trustee Abraham requested an update on the status of the savings suggestions from Vice Chancellor Clarence Brantley to be presented at the September 15, 2003 Board of Trustees meeting.

Trustee Abraham requested an overview of the structure of subcommittees handling health and safety issues.

Vice Trustee Abraham requested an update on health and safety issues from Chancellor Brantley and Director of Public Safety, Terry McCauley.

Secretary Scott requested Vice Chancellor Brantley provide her with a chart comparing OCC's per student allocation of property tax compared with the student allocation of property tax for each of the other 28 Michigan community colleges for the MCCA Board of Trustees' meeting in October.



Welcome receptions for Dr. Spangler are being planned for each campus.

7.2 Labor Organizations and Associations

Classified Union President, Debbie Schmidt, noted that Trustee Ritter  
was absent the last three Board of Trustees meetings.

7.3 Public Comments/Petitions

None

Chairperson Simmons adjourned the meeting at 7:55 p.m.

Respectfully submitted,

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Patricia J. Funtik

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Date

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Janice Simmons, Chairperson

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Anne V. Scott, Secretary