



BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
September 15, 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 V. Scott, Secretary
Phillip Abraham, Trustee
Pamala Davis, Trustee
Sandra Ritter, Trustee
Judith Wiser, Trustee

Chairperson Simmons welcomed OCC's new Chancellor, Mary Spangler.

1.3 Public Comments/Petitions

There were no public comments or petitions.

1.4 Student Presentation

Mark Lawry, a student currently enrolled in OCC's EMT Program, described his positive experience at Oakland Community College. He outlined his reasons for choosing OCC and stated he intends to become a fire officer and firefighter training officer once he graduates.

1.5 Review of Minutes

The minutes of the August 18, 2003, Board of Trustees' regular meeting were approved as presented.

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Chancellor Mary Spangler reported the following:

- Today begins the chancellor's 3rd week on the job. She is attending her first board meeting tonight.
- The following emails were sent to everyone:
 - a letter of greeting
 - a memo regarding September 11 observances
 - a letter providing everyone an opportunity to respond to the chancellor with input about OCC.
 - A report of the chancellor's first 90 days will be provided to the College community in December.
- Under Staff Reports, Vice Chancellor Clarence Brantley will provide a progress report on savings suggestions and Campus President Sharon Blackman will provide an update on CREST.
- The following enrollment figures were provided by Vice Chancellor George Keith: first day of semester student credit hours increased by 6% over 2002 credit hours [197,730 sch vs. 186,589 sch], and student headcount increased by 6.3% [24,329 vs. 22,895].
- The OCC Nursing Program will receive the N3 Implementation Award for Schools of Nursing during the Michigan Nurses Association Convention in October. Chairperson Simmons requested a letter be sent to President Gordon May and to Dean Nadia Boulos acknowledging their efforts in receiving this prestigious award.
- Representatives from OCC will meet with Representative Bruce Caswell in Lansing on September 16, 2003 to discuss the state funding formula and adult basic education. The chancellor will meet with the Advisory Committee on Workforce Development while in Lansing and use the opportunity to meet various legislators including Senators Jacobs, Cherry and Switalski.
- The United Way Campaign drive runs October 1 through October 15 and will be chaired by Cathy Rush.
- A board planning session to discuss the possibility of relocating District Office is being scheduled.
- The Board of Trustees will be invited to a dinner with the Chancellor's Selection Committee to thank the committee for their service.
- The College received a \$248,375 FIPSE award earmarked for curriculum development at CREST.

- The September 12, 2003 Automation Alley Gala was very well attended. Dr. Spangler met Senator Debbie Stabenow, Representative Joe Knollenberg, former Detroit Mayor Dennis Archer, and County Executive L. Brooks Patterson, among others. Trustees Scott, Wangler, Wisner and Ritter attended as well as Vice Chancellor George Keith.
- Chancellor Spangler read her 8-point Pledge to the Board of Trustees. This pledge is intended as a touchstone for moving forward. The Pledge is as follows:

To begin my leadership of Oakland Community College and develop a strong working relationship with the individual members of the Board as well as the Board as a whole, I submit this document as a statement of my best intentions. It may be used as the subject of an on-going or a focused discussion with you. Certainly, the document is open to modification and addition. The commitment articulated here may also be the catalyst for a reciprocal statement that you, the Board, frame to support our joint efforts.

As we begin our relationship and develop communication paths to create an atmosphere of mutual trust and respect, I will focus on the strengths and positive character of Oakland Community College. I will focus on what OCC does very well in order to build an even more successful future.

To accomplish this goal of creating the future we want, I pledge the following:

I will spend my first 90 days developing relationships with the people at OCC and learning about the organization, its culture, its strengths, and its future potential.

I will look for the best in each of you knowing that, while each of you is a unique individual, each of you is seeking what is best for the college, its students, and the community.

I will make every effort to prevent you from being surprised by information or college issues because I intend to communicate regularly and predictably to keep you informed.

I will share information equally with you.

I will listen to your concerns and ensure that timely, accurate, and honest responses are provided.

I will tell you when I do not know the answer.

I will take responsibility for my leadership decisions.

I will maintain a positive attitude because I believe that my role is to bring out the best in the people I serve.

*Mary S. Spangler, Ed.D., Chancellor
Oakland Community College
September 2003*

2.2 Staff Reports

1. Vice Chancellor Clarence Brantley reported on the cost reduction recommendations submitted by the College community. The College has saved \$400,000 to date. Mr. Brantley is in the process of preparing a report for the entire College community. Chairperson Simmons suggested a grand prize be offered for the best cost reduction suggestion and that a cost reduction kick-off be planned. Trustee Ritter requested Mr. Brantley identify the dollar amount cut from the board's budget.
2. Auburn Hills Campus President Sharon Blackman provided an update on the status of the CREST project. Tours of the facility were introduced this year and simulation training began. Testing of the technology in the fire training structure is expected to begin by the end of the year. The focus will be on realism training for police, fire and EMT personnel. A meeting is set to solidify the CREST advisory group and to begin planning for the future.

2.3 Introduction of New Staff

- Vice Chancellor Clarence Brantley introduced Michael Schmidt, Manager of Environmental Health and Safety.

3. COLLEGE RESOURCES

3.1 Personnel Recommendations

Secretary Scott MOVED to approve the Personnel Recommendations as submitted.

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

NAYS: None

Motion Carried

The Board approved the following personnel recommendations: the management staff – exempt appointment of Calvin Boylston (CW) College Public Safety Sergeant; the management staff – non exempt appointment of Richard Zahodnic (SF) Behavioral Science/Health Technologies, Director of Clinical

Education/Respiratory Therapy; the grant funded appointment of Janene Erne (AH) Applied & Engineering Technologies, Apprentice Coordinator; the grant funded-part-time appointment of Eileen Rande (OR) PASS Specialist; the classified promotion/reclassification of Joanne Schaff-Coyle (SF) Library, Learning Resources Technician; the classified transfer/reclassification of Judith Julite (OR) Enrollment Services Secretary (International Student Advisor Office) from Student Services Specialist (HL); the classified transfer/reclassification of Kathleen Pfahlert (HL) Counseling, Student Service Specialist from Student Service Specialist-PT (HL); the classified-part-time appointment of Suzanne Browne-Plummer (SF) Child Care Assistant; the classified part-time appointment of Annis Howell (AH) Child Care Assistant; the classified-part-time appointment of Julie Ronquillo (AH) Child Care Assistant; the retirement of Gary Potts (AH) Mailroom, Shipping & Receiving Clerk.

AYES: Simmons, Wangler, Scott, Abraham, Davis, Ritter, Wisser

NAYS: None

Motion Carried

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

Fire Alarm System Upgrade/Replacement

Evacuation Plan Identification Signage

Auburn Hills Campus

OCC Project No. PF-AH03-024

Trustee Ritter MOVED to grant authority to the George W. Auch Company for the purpose of entering into a construction contract for the following project:

Project Name

Fire Alarm System Upgrade/Replacement

Evacuation Plan Identification Signage

Auburn Hills Campus

OCC Project No. PF-AH03-024

Project Cost

\$1,182,000

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

NAYS: None 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 – 3.4.9 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.

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

NAYS: None Motion Carried

3.4.1 Affiliation Agreement with The Middlebelt Healthcare Center Health Care Administration Program Southfield Campus

The Board of Trustees approved the College entering into an agreement with the Middlebelt Healthcare Center of Livonia, Michigan 48154, and authorized the Chairperson to execute the agreement.

3.4.2 Contract to Purchase AutoDesk Applied Engineering and Technologies Auburn Hills Campus

The Board of Trustees approved the purchase of AutoDesk Software upgrade from AutoDesk, Inc., in the care of Howard and Smith, at a cost not to exceed \$35,300 for the 2003-2004 fiscal year.

3.4.3 Contract with Professional Communications Services, Inc. College Wide

The Board of Trustees approved a contract with Professional Communications Services, Inc. (PCS), at a cost not to exceed \$100,000 for the 2003-2004 fiscal year.

3.4.4 Contract with Perceptron
Workforce Development Services

The Board of Trustees approved a contract with Perceptron, at a cost not to exceed \$55,000 for training services delivered through May 30, 2004.

3.4.5 Contract with Rockwell Automation
Workforce Development Services

The Board of Trustees approved a contract with Rockwell Automation, at a cost not to exceed \$224,000 for training delivered through May 30, 2004.

3.4.6 Contract with TechTeam Global, Inc.
Workforce Development Services

The Board of Trustees approved a contract with TechTeam Global, Inc., at a cost not to exceed \$100,000 for training and materials delivered through June 30, 2004.

3.4.7 Contract with ESI International
Workforce Development Services

The Board of Trustees approved a contract with ESI International, at a cost not to exceed \$80,000 for training and materials delivered through June 30, 2004.

3.4.8 Purchase with K-R Automation Corporation
Workforce Development Services

The Board of Trustees approved a purchase from K-R Automation Corporation, at a cost not to exceed \$32,000 for equipment delivered through May 30, 2004.

3.4.9 Contract with MSC Software Corporation
Workforce Development Services

The Board of Trustees approved a contract with MSC Software Corporation, at a cost not to exceed \$75,000 for training delivered through June 30, 2004.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

4. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

Academic Senate Chair Gerry Faye reported the first college academic senate meeting of the year is September 25. The Academic Master Plan will be discussed.

4.2 Student Reports

Royal Oak/Southfield Phi Theta Kappa (PTK) member, Gianni Carerra reported the Royal Oak/Southfield chapter of PTK is working to increase its membership. He noted that officers were elected on September 11 and the chapter is participating in a fundraiser for the American Lung Association and co-sponsoring a smoking cessation program.

4.3 Academic Initiatives

Vice Chancellor George Keith reported that he and members of the Student Outcomes Assessment Committee (SOAC) are working together to document assessment plans and prepare a report to the Higher Learning Commission due in March, 2005. Plans are to work on assessing general education courses. The College is investigating software packages to track assessment efforts.

OCC is building a culture of assessment step by step to achieve an assessment community, with extensive faculty involvement in the assessment process and methodologies.

5. OLD BUSINESS

5.1 Chancellor's Evaluation

The Chancellor's Evaluation Committee met with Chancellor Spangler who agreed to submit the following items as a recommendation to the Board of Trustees:

1. The Chancellor will develop 3-5 objectives to be submitted to the Board of Trustees by October 1, 2003 for approval by the Board at its October 20, 2003 meeting.
2. The Board of Trustees will conduct an informal review of progress toward goals in a conversation with the Chancellor at its February 16, 2004 meeting. This conversation will occur in closed session.
3. A formal evaluation document will be submitted by the Chancellor at the May 15, 2004 meeting of the Board of Trustees, for action at the June 21, 2004 meeting.

Secretary Scott **MOVED** to submit the chancellor's evaluation process to the Board of Trustees for approval.

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

NAYS: None

Motion Carried

Trustee Abraham requested Mr. Brantley prepare a report on the current unfunded liability for MPSERS. He is also interested in knowing if health care costs are included in the unfunded liability figures. Trustee Abraham asked Mr. Brantley to obtain the actuary reports from MPSERS.

6. NEW BUSINESS

6.1 ACCT Trustee Delegates

Trustee Davis MOVED to appoint Chairperson Simmons and Secretary Scott as ACCT trustee delegates.

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

NAYS: None

Motion Carried

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Chairperson Simmons thanked Vice Chancellors Clarence Brantley and George Keith for serving as interim chancellor during the months of July and August, noting that it was a pleasure working with them.

Trustee Abraham asked if an employee can request a closed session during evaluation proceedings.

Trustee Ritter indicated she was unaware the board intended to vote at this meeting on the chancellor's evaluation process. Ms. Ritter asked about the chancellor's objectives. Chairperson Simmons noted that the Chancellor will provide her objectives to the board prior to next month's board meeting.

Secretary Scott thanked Vice Chancellor Brantley and his staff for compiling the report comparing OCC's per student allocation of property tax to the per student allocation of property tax for each of the other Michigan Community Colleges.

Secretary Scott once again assisted at this year's 16th Annual Pontiac Pancake Breakfast. She noted it is a good project for our scholarships.

Trustee Wisner mentioned that Representative Ruth Johnson received five or six suggestions for handling the Oakland Schools situation.

7.2 Labor Organizations and Associations

OCCFA President Mary Ston welcomed Chancellor Spangler and stated that OCCFA leadership met with Mary Spangler. Feedback from faculty is positive.

Chairperson Simmons adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

Janice Simmons, Chairperson

Anne V. Scott, Secretary