



BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
November 17, 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 at 7:00 p.m. by Chairperson Simmons, 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 Wisner, Trustee

1.3 Public Comments/Petitions

Oakland University student Michael McGuiness commended Vice Chancellor George Keith for the very worthwhile comments he made at the October 20, 2003 Board of Trustees' meeting regarding the revitalization of student life activities at the College.

1.4 Student Presentation

Chef Kevin Enright introduced Andrew Sayes, a student attending OCC's Culinary Studies Institute. Mr. Sayes commented on his positive experiences as an OCC student, noting convenient campus locations, affordable tuition and most importantly, the dedicated and caring staff. Taking classes at OCC has allowed

Mr. Sayes opportunities to compete on a culinary team and opened up job opportunities for him.

#### 1.5 Review of Minutes

The minutes of the October 13, 2003 Special Board meeting were approved as presented.

The minutes of the October 20, 2003 Regular Board meeting were approved as presented.

## 2. CHANCELLOR'S REPORT

### 2.1 Chancellor's Comments

Chancellor Mary Spangler reported the following:

- There will be a brief report on Staff Development to provide the Board a broader view of the quality programs for the continued personal and professional development of OCC's faculty, staff, and administrators.
- The chancellor acknowledged the death of Dorene Lund Shank, administrative assistant for the OCC Foundation, who played a key role in organizing the Golf for Scholarships event and in the CREST memorial brick program.
- Chancellor's Cabinet developed the following proposal to recognize long-time employees:
  - A letter from the chancellor recognizing the individual for service to the College.
  - A certificate of appreciation signed by members of the Board of Trustees and presented at a regular meeting to which they are invited.
  - A gift from the College.
  - Waiver of the OCCARP membership fee in the first year.
  - Note: long-service awards provide a graduated level of gift based on years of service. There are also often campus/site celebrations and recognition without College funding.
- The chancellor attended the AACC Commission on Global Education Conference in Washington, D.C. and reported on the Salzburg Seminar program. She met with Senators Carl Levin and Debbie Stabenow and Representative Thaddeus McCotter during her Washington, D.C. visit. The chancellor took the opportunity to distribute information on associate degree nursing programs, the Higher Education Act, and the Workforce Investment Act.
- The chancellor attended the Southern Oakland County NAACP 2003 Freedom Fund Dinner on November 2 where she met Mary Sue Coleman, University of Michigan President and Representative Sander

Levin. Board Chairperson Janice Simmons, a member of the Honorary Committee, was also in attendance.

- Progress on the College's strategic plan objectives continues. The College community have had an opportunity to express support of key objectives with 4,213 votes cast.
- OCC senior administrators met with their counterparts from CMU to discuss articulation agreements.
- The chancellor received a letter from Governor Jennifer Granholm thanking her and the College for expressing concern regarding the \$1 billion shortfall in state revenues and the impact on funding for the state's community colleges.
- Arlene Frank, Program Coordinator of the Womencenter, made a presentation on two recent events she coordinated: the Girls Matter Conference recently held at the Orchard Ridge Campus and the October 23, 2003 Womencenter Scholarship event.
- The Personnel Recommendations report was updated and includes some modifications.

## 2.2 Staff Reports

- Arlene Frank, Program Coordinator for the Womencenter, reported a very successful scholarship fundraiser was held on October 23, 2003. One hundred people responded with donations netting approximately \$5,000. The funds provide scholarships for women needing financial assistance.

The 4<sup>th</sup> Annual Original Girls Matter Conference was held on Saturday, November 8, 2003. This event gives girls ages 11-14 and their parents an opportunity to attend workshops geared toward increasing awareness of the keys to success and to broaden the knowledge of challenges facing adolescent girls.

- Chief Human Resources Officer Catherine Rush and Executive Director of Staff Development Linda Pososki presented a report on professional development and training activities for OCC's employees. The report included OCC's Board Policy statement on staff development; types of training offered; and various statistics, objectives and training expectations for faculty and staff.

## 3. COLLEGE RESOURCES

### 3.1 Personnel recommendations

Vice Chairperson Wangler MOVED to approve the Personnel Recommendations as submitted.

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

NAYS: None

Motion Carried

Trustee Ritter requested a current vacancy report be submitted to the Board of Trustees.

The Board approved the following personnel recommendations: the request for sabbatical leave for management staff-exempt employee Stephanie Bevier (DO@PC) Professional Development & Training Center; the recommendation for continuing contracts for Lisa Byrne (HL), Humanities Faculty, Judy Murdoch (AH), Computer Information Systems Faculty, and Sarah Lemelin (AH), ESL Faculty; the Faculty transfer of Mary Ston (AH) Business Teaching Faculty to (HL) Business Teaching Faculty; the management-exempt promotion of Sylvia Velasquez (DO) to Human Resources Specialist (from Administrative Services Administrative Assistant - DO); the classified transfer/reclassification of Yvonne Rucker to Duplicating Services Printing Specialist (AH) from (MTEC-AH), Paraprofessional; the classified promotion of Leanne Nadlicki (DO) Student Services Specialist to Enrollment Services Administrative Specialist (DO); classified appointment of Regina Dunham (OR) Enrollment Services Student Services Specialist and Ann Morrin (AH) Emergency Services Training Accounting Specialist; the resignation of Darrell Garth (SF) Marketing Admissions Recruiter, the retirement of Ruth Grass (HL) Counseling Non-teaching Faculty; the resignation of Destiny Love-Harrison (DO) Enrollment Services Student Services Specialist and the separation of Dorene Shank (DO) Advancement Office Administrative Assistant.

#### 3.1.1 457b Deferred Compensation Benefit Plan

Trustee Ritter MOVED to approve the establishment of a 457b tax-deferred compensation plan for all full-time and permanent part-time staff.

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

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 Budget Status Report

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

#### 3.2.3 2002-03 Annual Audit

Members of the Board of Trustees were asked to review the preliminary draft of the Auditors' Report prepared by Deloitte & Touche. Board members were

informed that a representative from Deloitte & Touche will be present at the December Board meeting to answer any questions about the report.

The final Auditors' Report will be submitted to the Board of Trustees prior to the December 15, 2003 Board of Trustees' meeting.

Vice Chancellor Clarence Brantley noted the continued erosion in the state's economy has reduced revenue to 1993 levels. Mr. Brantley anticipates a 15 percent reduction in state funding for the upcoming fiscal year. The state will also raise the retirement rate from 12.99 percent to 14.99 percent in the 2003-2004 fiscal year.

### **CONSENT AGENDA – MAINTENANCE PROJECTS**

Items 3.3.1 – 3.3.2 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.

Trustee Pamala Davis MOVED to approve items 3.3.1 – 3.3.2 under consent agenda – maintenance projects.

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

NAYS: None

Motion Carried

- 3.3.1 College-Wide Deferred Maintenance Project  
Utility Infrastructure Relocation  
Highland Lakes Campus  
OCC Project No. PF-HL04-002

The Board of Trustees granted authority to the George W. Auch Company and the campus architectural firm, Duce Simmons Associates, for the purpose of entering into pre-construction services for the following project:

<u>Project Name</u>	<u>Project Cost</u>
Utility Infrastructure Relocation Highland Lakes Campus OCC Project No. PF-HL04-002	\$135,000

- 3.3.2 College-Wide Deferred Maintenance Project  
Masonry Tuckpointing/Steel Lintel Replacement  
High Oaks Hall  
Highland Lakes Campus  
OCC Project No. PF-HL04-007

The Board of Trustees granted authority to the George W. Auch Company for the project expenditure authorization of the following work:

<u>Project Name</u>	<u>Project Cost</u>
Masonry Tuckpointing/Steel Lintel Replacement High Oaks Hall Highland Lakes Campus OCC Project No. PF-HL04-007	\$26,663

### **END OF CONSENT AGENDA – MAINTENANCE PROJECTS**

#### 3.3.3 Progress Report – Construction Projects

The Board of Trustees reviewed the Progress Report – Construction Projects.

### **CONSENT AGENDA – CONTRACTS AND PURCHASES**

Items 3.4.1 – 3.4.7 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 3 4.1 – 3.4.7 under consent agenda – contracts and purchases.

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

NAYS: None

Motion Carried

#### 3.4.1 Purchase of F-Building Carpeting Auburn Hills Campus

The Board of Trustees approved the purchase of carpet from NBS, Inc. at a cost not to exceed \$44, 950.

#### 3.4.2 Continuation of Contract Production of a Promotional Magazine – Career Focus

The Board of Trustees approved the continuation of the contract with Grand River Printing and the Career Focus consortium to produce and distribute three issues for a total of 600,000 copies of “Career Focus” magazine until June 30, 2004, at a cost not to exceed \$200,000.

#### 3.4.3 Contract with I-Tech, Inc.

### Workforce Development Services

The Board of Trustees approved a contract with I-Tech, Inc., at a cost not to exceed \$75,000 for training delivered through June 30, 2004.

#### 3.4.4 Purchase with K-R Automation Corporation Workforce Development Services

The Board of Trustees approved a modification of the purchase with K-R Automation Corporation, for an additional cost not to exceed \$10,000 for equipment delivered through May 30, 2004.

#### 3.4.5 Contract with Lake Orion Community Schools Workforce Development Services

The Board of Trustees approved a contract with Lake Orion Community Schools in the amount of \$227,000 to deliver services under master contract with Oakland County Workforce Development Division through its Michigan Works! Agency system for program year of October 1, 2003 to September 30, 2004.

#### 3.4.6 Contract with RWD Technologies, Inc. Workforce Development Services

The Board of Trustees approved a contract with RWD Technologies, Inc., at a cost not to exceed \$50,000 for training and materials delivered through June 30, 2004.

#### 3.4.7 Contract with Lake Orion Community Schools Workforce Development Services

The Board of Trustees approved a contract modification with Lake Orion Community Schools to increase the contract in the amount of \$46,380 for a contract total of \$346,380 for delivery of services under master contract with Oakland County Workforce Development Division for program year October 1, 2002 through September 30, 2003.

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

### **4. ACADEMIC AND STUDENT AFFAIRS**

#### 4.1 Academic Senate Reports

There was no report.

#### 4.2 Student Reports

Sam Gonzales, vice president of the Royal Oak/Southfield campus chapter of Phi Theta Kappa, presented an overview of recent PTK activities. Mr. Gonzales noted the recent election of new officers and induction of 30 new members. Among the group's recent and planned activities are CPR training, a smoking awareness seminar, interactive satellite programs on current topics and participation in a variety of fundraisers.

#### 4.3 Academic Initiatives

Vice Chancellor George Keith noted two recent events – the signing of an articulation agreement with University of Michigan-Dearborn for OCC criminal justice program graduates, and the developing articulation agreement discussions between Oakland University representatives and presidents Gordon May, Martha Smydra and Vice Chancellor George Keith.

### 5. OLD BUSINESS

None

### 6. NEW BUSINESS

Secretary Anne Scott **MOVED** to recommend renaming the OCC Scholarship Golf Outing to the Dorene Shank Memorial Golf Outing.

A roll call vote was taken.

AYES: Simmons, Scott, Abraham

NAYS: Wangler, Davis, Ritter, Wiser Motion Denied

Trustee Davis **MOVED** to develop a policy for naming opportunities.

A roll call vote was taken.

AYES: Wangler, Abraham, Davis, Ritter, Wiser

NAYS: Simmons, Scott Motion Carried

Trustees Davis and Ritter will work with Chancellor Spangler to develop a “naming opportunities” policy to be submitted to the Board for approval.

### 7. COMMUNITY COMMENTS

#### 7.1 Board Member Reports and Comments



Chairperson Simmons requested support for the Oakland Livingston Human Services Agency "Walk for Warmth" event scheduled for February 28, 2004 in the Pontiac Silverdome.

7.2 Labor Organizations and Associations

There were no reports.

Chairperson Simmons adjourned the meeting at 8:23 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