



BOARD OF TRUSTEES
REGULAR MEETING
MINUTES

December 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 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

None

1.4 Student Presentation

None

1.5 Review of Minutes

The minutes of the November 17, 2003 Regular Board meeting were approved as presented.

2. CHANCELLOR'S REPORT

Chancellor Mary Spangler introduced Auburn Hills Police Chief Doreen Olko and Project Manager Pat Coates who made a brief presentation on a proposed project for placement of a communications radio tower at the Auburn Hills Campus.

The Courts and Law Enforcement Management Information System (CLEMIS), a unit of Oakland County's Department of Information Technology, is seeking permission to construct a radio communications tower on the CREST site at the Auburn Hills Campus. The radio system will provide interoperability among all of Oakland County's first responder agencies. The Board will be asked to act on the request at its January meeting.

Vice Chancellor Clarence Brantley introduced William Herwaldt, a senior partner with Deloitte and Touche, LLP, the College's auditing firm. Mr. Herwaldt presented the 2002-2003 fiscal year audit of OCC's financial statements. He reported that there were no material weaknesses involving the internal control or operations of the college. He also stated that there will be changes to the auditing process in the near future as a result of the Governmental Accounting Standards Board (GASB) requirements related to the College and the Foundation.

2.1 Chancellor's Comments

Chancellor Mary Spangler reported the following:

- Monthly visits to each campus to meet faculty and staff and to tour the facilities continue.
- The OCC Foundation Board hosted the Chancellor's Community Welcome on November 19, 2003.
- The MCCA Presidents' Committee met in Lansing on November 21, 2003.
- Walsh College President Keith Pretty hosted the December 3, 2003 Chancellor's Cabinet meeting.
- Senator Gilda Jacobs conducted a public forum hosted by the Southfield Campus.
- The chancellor attended the annual Oakland County Business Roundtable Breakfast, the Legislative Luncheon in Lansing, and the Wassail Feast at the Orchard Ridge Campus on December 4, 2003.
- The chancellor was a guest at the OCCARP Holiday Lunch on December 5, 2003.
- The Fire Academy Graduation Ceremony occurred on November 14, 2003 and the Police Academy graduation ceremony was held on December 5, 2003.
- Chancellor Spangler reviewed several key pieces of her 90-day report with the Board of Trustees. This report precedes a more formal report on the Strategic Plan which will be presented, along with the chancellor's recommendations, at the January 26, 2004 Board meeting.

2.2 Vice Chancellor Clarence Brantley presented the preliminary budget for the 2004-2005 fiscal year. Revenue assumptions include a 1% increase in enrollment; a 1.7% increase in tuition; a 3% supplemental appropriations; a 6% reduction in state appropriations; a 4% increase in property taxable value plus an increase in investment income and miscellaneous revenue. Expenditure assumptions note that facility projects, facility major maintenance, and technology projects are per the 10-year plan with a 2% inflation adjustment; no change from current year in equipment and vehicle replacements; no inflation allowance on supplies and services; CREST added to budget with estimate of \$750,000 expenditures and \$300,000 revenue; MPSERS rate increase from 12.99% to 14.99%; and fringe benefits cost increase from 17.35% to 18.50%.

The preliminary 2004-2005 revenue budget totals \$133,906,000, a 3.82% increase over 2003-2004.

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

The Board approved the following personnel recommendations: the faculty appointments of Arden Sergeant (DO) to Individualized Instruction Center Non-teaching Faculty (AH), Dana Keyse (AH) Library Non-teaching Faculty, Anthony Racka (AH) Business Teaching Faculty; the administrative-exempt appointment of Sharon Convers (DO) Director of Financial Services; the administrative – non-exempt temporary appointment of Pamela Jackson (OR) Interim Dean of Academic and Student Services; the classified transfer/reclassification of Cheong Ng (OR) Student Services Specialist from CIS paraprofessional (HL); the classified transfer of Janet Bigman (SF) Faculty Office Secretary from Faculty Office Secretary (RO); the classified – full-time appointment of Jenhenfan Liang (DO) Accounting Specialist; the classified – part-time appointment of Leslie Ahern (AH) CAD paraprofessional; the maintenance – full-time appointment of Michael Cullen (OR) Building Custodian and Rodney Norris (OR) Building Custodian; Michael Sabol rescinded his previous acceptance of the (AH) Firefighter Technology Teaching Faculty position; the retirements of Cynthia DiCea (HL) Manager of Auxiliary Services; the retirement of Elizabeth Graham-Wehyer (HL) PASS Specialist; the retirement of Phillip Morris (OR) Building Custodian and the resignation of Wayne Seals (AH) Building Custodian.

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

The Board of Trustees reviewed the 2002-03 Annual Audit.

3.3 College Facilities

3.3.1 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.

Vice Chairperson Wangler **MOVED** to approve items 3.4.1 – 3.4.8 under consent agenda – contracts and purchases.

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

NAYS: None Motion Carried

3.4.1 Affiliation Agreement with The Health Fitness Corporation, GM Pontiac Fitness Center
Highland Lakes Campus

The Board of Trustees approved the College entering into an agreement with the Fitness Corporation, GM Pontiac Fitness Center of Pontiac, Michigan, 48341; and authorized the Chairperson to execute the agreement.

3.4.2 Interpretive Sign Language Service Agreement
College Wide

The Board of Trustees approved a primary contract with Deaf & Hearing Impaired Services at an hourly rate of \$35.00/hr and a backup contract

with Interpreter Growth and Development at an hourly rate of \$37.50/hr. through December, 2004.

3.4.3 Contract with Behr Systems
Workforce Development Services

The Board of Trustees approved a modification of the contract with Behr Systems, for an additional cost not to exceed \$30,000 for training delivered through May 30, 2004.

3.4.4 Contract with Perceptron
Workforce Development Services

The Board of Trustees approved a modification of the purchase with Perceptron, for an additional cost not to exceed \$15,000 for training delivered through May 30, 2004.

3.4.5 Contract with Pink Elephant, Inc.
Workforce Development Services

The Board of Trustees approved a contract with Pink Elephant, Inc., for a total amount not to exceed \$50,000 for ITIL IT Services Management Essentials training through June 30, 2004.

3.4.6 Purchase with Primedia Workplace Learning
Workforce Development Services

The Board of Trustees approved a modification of the purchase with Primedia Workplace Learning, for an additional cost not to exceed \$20,000 for training materials delivered through May 30, 2004.

3.4.7 Contract with Pultorak & Associates, LTD.
Workforce Development Services

The Board of Trustees approved a contract with Pultorak & Associates, Ltd., for a total amount not to exceed \$50,000 for ITIL IT Services Management Essentials training through June 30, 2004.

3.4.8 Contract with Teraquest Metrics
Workforce Development Services

The Board of Trustees approved a contract with TeraQuest Metrics, for a total amount not to exceed \$50,000 for Introduction to CMMI training through June 30, 2004.

END OF CONSENT AGENDA – CONTRACTS AND PURCHASES

4. ACADEMIC AND STUDENT AFFAIRS

4.1 Academic Senate Reports

OCCFA President Mary Ston, speaking on behalf of Academic Senate President Gerry Faye, reported that the academic senate is working on curriculum assessment. She wished the Board of Trustees a happy holiday season.

4.2 Student Reports

Russell Agan, a member of the Auburn Hills Campus chapter of Phi Theta Kappa, reported on the following campus activities: a Peace Pole was placed at the Auburn Hills Campus; and a safe Halloween family night was held. The group participated in the Great American Smoke Out and adopted a family for the holidays through Oakland Family Services.

4.3 Academic Initiatives

No report

5. OLD BUSINESS

None

6. NEW BUSINESS

Trustee Sandra Ritter suggested the Board consider eliminating the December Board of Trustees meeting.

7. COMMUNITY COMMENTS

7.1 Board Member Reports and Comments

Trustee Abraham requested a copy of OCC's investment policy.

Trustee Abraham once again broached the topic of MPSER's unfunded liability. Dr. Spangler noted the topic is to be addressed in a larger arena at the state level and the College will take the issue under advisement.

Anetia Pace, member of AFSCME Local 1999, introduced herself and wished the Board of Trustees a happy holiday season.

Chairperson Simmons adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Patricia J. Funtik

Date

Janice Simmons, Chairperson

Anne V. Scott, Secretary

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