



**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
October 17, 2023  
Oakland Community College  
Auburn Hills Campus G240  
2900 Featherstone Road  
Auburn Hills, Michigan**

**1. CALL TO ORDER**

Chair Jackson called the meeting to order at 6:01 p.m.

**2. ATTENDANCE**

Present:

Pamela S. Jackson, Chair  
Shirley J. Bryant, Treasurer  
Susan Gibson, Secretary  
Edward D. Callaghan, Trustee

Absent:

Kathleen A. Bertolini, Vice Chair  
Pamala M. Davis, Trustee  
Christine M. O’Sullivan, Trustee

**3. APPROVAL OF AGENDA**

Chair Jackson asked if there were any items to add or remove from the agenda. There being none, Trustee Gibson MOVED to approve the agenda, and Trustee Callaghan seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None

Motion Carried

**4. APPROVAL OF MINUTES**

4.1. September 23, 2023 Special Meeting/Retreat Minutes

A – ACTION

Trustee Callaghan MOVED to approve the September 23, 2023 Special Meeting Minutes. Trustee Gibson seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None

Motion Carried

**5. COMMUNICATIONS**

5.1. Community Comments

Mary Botsford, who attended a meeting in the spring returned to touch base with us regarding Highland

Lakes Campus. She noted many groups are involved to save part of the campus for various community possibilities and organizations are interested in helping to preserve the land. She hopes we can work together to make it happen.

Gina Mandas, member of Spanish and Humanities faculty, wanted to address the Board about sunseting programs. She expressed her concerns about the reorganization of the arts programs.

Jack Cronin, Cinematic Arts faculty at Orchard Ridge. Jack echoes Gina's sentiments, and read a letter from theater faculty, Jennifer Little. The letter addressed her concerns regarding the arts programs reorganization.

## 5.2. Student Engagement Report

Heidi Renton, Student Engagement Coordinator at the Auburn Hills and Highland Lakes Campuses, provided a brush up on Student Engagement, by introducing the members of the team, Stacey Crews, Kim Combs, Brenda Lowery and herself. H. Renton introduced Tiger Hutchons, President of Student Government. T. Hutchons greeted the Board and introduced Student Government Secretary, Aisha Sabahat. T. Hutchons reported they just developed a new mission statement that will be out soon. In addition, he provided a brief update on the following items:

- Upcoming volunteering events
- Fellowship events
- Ambitious Projects
  - Student Government Congress between the Michigan Community Colleges
  - Hosting a spring dance
- Web Series: Club of the week highlighted, and is broadcasted on Wednesdays (presentation on file)

## 5.3. Academic Report

### 5.3.1. Academic Senate Update

Academic Senate Chair John Mitchell provided the Senate update report. Some of the items discussed included:

- An Ad Hoc HL Closure Committee is exploring the academic implications of the closure and the accompanying movement of faculty, programs and courses to other college venues. This committee is chaired by Valerie Emanoil, also a HL faculty member.
- Academic Intervention Committee's charge is to review the College's current policies and strategies for academic intervention. The committee is currently beginning the implementation of an improved early alert system, more to report in the future.
- Senate also formed a committee called Registration Practices. They are charged with reviewing all current registration and intake policies and procedures, to identify convoluted methods or places where barriers are erected to students. A report will be presented to Senate when completed.
- An Ad Hoc Course Completion Committee, which will conduct research on current practices nationwide and develop recommendations about strategies that will work best for the unique context of OCC.
- The latest committee formed is set to work on the Billable Contact Hours issue that has been an issue for lab science classes. We hope they will lead to make this process fair and equitable for both students and faculty. Looking to get consistency in those areas, and see what other colleges are doing as well.
- Regular Senate business is just getting underway for this Academic Year, with many motions and discussions already moving forward in September.
- Senate will continue to prioritize student success and completion at the course level and the program/certificate/degree levels as well.

Trustee Callaghan inquired about AI, J. Mitchell replied that they are having issues and working with some software to check for use of AI along with plagiarism. He feels the College will have a specific policy about AI at some point.

Trustee Callaghan asked for clarification about the Academic Intervention piece, and if there was a clearer way to communicate to the student support services. Dr. Hurns noted a new system will give the ability to faculty alerts and/or kudos about students, which then would accelerate the assistance. The faculty will need to submit the referral, it will go to Counseling or Academic Support Center and let the faculty know what the follow-up was.

### 5.3.2. Provost Update

Dr. Jennifer Berne provided the Provost update. Dr. Berne called notice to the expertise and functionality of the Academic Senate at OCC. Kudos to J. Mitchell's leadership. Below are the topics she touched on:

- Early Momentum Metrics – the two we are most interested in at OCC in correlation with Student Success. Taking college math and English in your first year; taking more credits each semester. The research shows the faster you get through, the more likely you are to get through. She wants to make sure we pay as much attention to that as well.
- We have 50 faculty engaged in projects, research, mini, gateway projects. Studies about how students can be supported to complete. The faculty get together once a month to discuss how the work towards student success. The D3C3 is a huge helper to this.
- Changes in course definitions again, to make it more simplistic for students: Online (asynchronous), Online Live (via zoom), Online T (online, in-person testing), INP (in-person), Hyflex (either online or F2F – Shawn Dry is doing this) this is a great improvement. It was generously funded by COVID funding and self-sufficient now.

### 5.4.Chancellor's Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
  - Kennyetta Simon, Custodian
  - Jim Battaglia, Collision Auto Repair Instructor
  - Sara Burtwell, Astronomy Instructor
  - Jacob Cavanaugh, Welding & Fabrication Specialist
  - Sandra Cohorst, Medical Assisting Instructor
  - Alexis Dodson, Biology Instructor
  - Phillip Estrada, Financial Aid Specialist
  - Jalen Harris, Facility Technician Apprenticeship
  - Nicholas Helm, Custodian
  - Nicholas Johnson, Paraprofessional – Photography
  - Julie Jurmo, Continuing Education Manager
  - Bethany Kennedy, Dean of Academic Support Services
  - Sharon Konieczki, Nursing Instructor (Pediatric)
  - Alexia Lavaud, Marketing & Communications Specialist
  - Lindsey Obarzanek, Nursing Instructor (Medical/Surgical & Mental Health)
  - Stacy Thomas, Program Manager, Nursing Clinical Focus
  - Hannah Tripp, Admissions Coordinator
  - Samantha Velex, Custodian
  - Tashianna Williamson, Custodian
  - Tarmay Worlobah, Health Care Administration Instructor
  - Catherine Zajackowski, Geography Instructor

- The following retirees were recognized for their years of service:
  - Paula Baldwin, IT Support Center Supervisor – 42 years
  - Lorenzo Brown, Facility Technician – 11 years
  - Evelyn Chan, Faculty – 13 years
  - Wendy Conway, Faculty – 24 years
  - Richard Driscoll, Faculty – 45 years
    - Rick attended
  - Bryan Dubin, Faculty – 20 years
  - Michael Halaburda, Campus Facilities/Energy Manager – 41 years
  - Ricky Jones, Groundskeeper – 27 years
  - Gerald Kelley, Paraprofessional – 51 years
    - Gerry attended
  - Mary Moon, Faculty – 18 years
  - Mary Prieto, Paraprofessional – 30 years
  - Anthony Ragland, Facility Technician – 21 years
  - Mary Ann Sheble, Dean of Learning Resources – 24 years
  - Kurt Wirth, Facility Technician – 27 years
  - Gayle Zirwes, Administrative Specialist – 33 years

Gerry Kelley said a few words about coming to OCC in 1965, and showed some news articles about OCC during that time period. He mentioned he went to school at OCC, then Oakland University, and in 1970 joined OCC as an employee. He worked as a switchboard operator, mail typist, and retired as a paraprofessional. He appreciated and loved all the people he worked with at the College.

Rick Driscoll noted he took his first class in 1978. He came up through the ranks as a paraprofessional, taught as adjuncts, then full-time faculty. He has seen so much change on the Auburn Hills Campus, which was his home during his tenure. In addition, he met his wife at OCC, and his children attended here. He spoke of two of his mentors Bill Mohoney, and Sharon Blackman, both whom helped his professional journey at OCC. He thanked everyone, stating it was a fabulous life at OCC.

- Employer of Choice – Outstanding Employees
  - Eunice Jeffries, Director of Government & Community Relations, recently co-authored a book titled *Dear Department Chair, Letter from Black Women Leaders to the Next Generation*
  - Dana Holt, Human Resources Coordinator, conducted a professional development workshop for Alternative for Girls, an organization that serves girls and young women experiencing homelessness and other risks
  - Kegham Tazian, retired faculty, received 2023 Birmingham Bloomfield Cultural Arts Special Lifetime award, given in recognition of Artistic Expression of Humanity
  - Sharon Converse, Controller, has been named Treasurer of the Michigan Community College Business Officers Association for the second consecutive year
  - I had the distinct pleasure of presenting at the MCCA Summer Conference, showcasing OCC's vision to become the employer of choice
  - Eunice Jeffries, Director of Government & Community Relations and Kristina Marshall, Director of Diversity, Equity, Inclusion and Justice, graduated from the MCCA Leadership Academy, accepted into the next academy are Anna Hansard, Director of Web Services, and Sarah Rowley, Director of Purchasing and Auxiliary Services
  - Cameron Albring, Apprenticeship Manager has been selected as a member of Leadership Oakland's Cornerstone Class
  - Lola Banks, Associate Dean for Dual Enrollment & K-12 Partnerships is a recent graduate of Leadership Oakland
- College of Choice – Outstanding People
  - OCC students, Sandeep Boppana, Erin Leahy, Benjamin Rosenberg, and Turner

- Woodward were awarded unique internships and scholarships related to their educational pursuits in Cybersecurity
- OCC Forensics Team took 2<sup>nd</sup> place at the Michigan Intercollegiate Speech League Mini; individual finishes: Impromptu 1<sup>st</sup> place – Patrick Strand, Information 1<sup>st</sup> place – Jackson Belanger, 2<sup>nd</sup> place – Daniel Akintunde, Prose 3<sup>rd</sup> place – Hayzel Goodman
- College of Choice – Outstanding Programs
  - Michigan Department of Labor and Economic Opportunity hosted the Michigan EV Job Academy at the North American International Auto Show supported through the State of Michigan grant-funded initiative to build the talent pipeline for manufacturing and repairing electric vehicles. Thanks to Joe Petrosky and his team for keeping OCC on the forefront of EV education.
  - Closing the Skills Gap Apprenticeship grant received a ‘no cost extension’, the extension of the \$4 million grant will allow us to continue through February 2025. Special kudos to Halie Black and Mara Phillips, and Eunice Jeffries for their efforts
  - OCC’s annual comprehensive financial report for FY ended June 30, 2022 earned GFOA’s Certificate of Achievement for Excellence in Financial Reporting, the highest form of recognition. OCC has also received GFOA’s Award for Outstanding Achievement in Poplar Annual Financial Reporting (PAFR) Award. Congratulations to Tina Kostiuk, Sharon Converse, Renee Oszust and Melissa Burkle on their winning streak
  - OCC’s Paralegal Program ranked #1 by Michigan Lawyers Week in its annual reader ranking survey. This is the first time it was ranked first by the publication’s readers
- College of Choice – Events
  - OCC’s Office of DEIJ teamed up with the ASL program to present *Feast for the Eyes*, an evening with Peter Cook last month. Peter Cook continues to redefine the boundaries of poetry, inviting us to experience the work in an entirely new dimension
  - OCC hosted more than 10 Police and Fire Departments from Oakland County in a Mock Mass Casualty Active Shooter Simulation in September on the Auburn Hills campus. The event, sponsored by OAKWAY, a consortium of Oakland County Fire Departments, was held in Buildings H and J on the campus. Members of OCC’s Public Safety Department participated in the event, which was also used as a real-world learning experience for students in OCC’s Police and Fire academies. Fox 2 News and CBS News-Detroit both covered the event. Our thanks to Chief Paul Matynka and Dean David Ceci for hosting OAKWAY
- College of Choice – OCC in the Media
  - As always, numerous media coverage in the press and online (Report on file)

#### 5.5. Clery Act and Public Safety Report

Paul Matynka, Chief of Public Safety presented OCC’s 2022 Department of Public Safety Annual Security Report, which is provided annually to all employees, students and the community. Paul expressed his pleasure of working at OCC. He also introduced his successor, Lt. Rick Leonard.

Chair Jackson asked for a motion for the Board of Trustees to receive and file the Public Safety Annual Security Report. Trustee Callaghan MOVED to receive and file the report and Trustee Bryant seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None  
(Report on file)

Motion Carried

### 5.6. Board of Trustees Self-Evaluation

Chair Jackson provide a summary of the Board’s Self-Evaluation received at the September 23 Special Meeting.  
(Summary on file)

## 6. INFORMATION ITEMS

### CONSENT CALENDAR – INFORMATION ITEMS

Items 6.1 to 6.5 listed below on the Consent Calendar – Information Items are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion 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 discussed separately.

As there was no separate discussion called for Information Items 6.1 through 6.5 on the Consent Calendar, Chair Jackson asked for a motion to receive and file these reports. Trustee Bryant so MOVED, and Trustee Gibson seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None  
(Reports on file)

Motion Carried

6.1 Finance Quarterly Report	B – INFORMATION
6.2 College Facilities Quarterly Report	C – INFORMATION
6.3 Information Technology Quarterly Report	D – INFORMATION
6.4 OCC Foundation Quarterly Report	E – INFORMATION
6.5 Strategic Plan Update	F – INFORMATION

### END OF CONSENT CALENDAR – INFORMATION ITEMS

6.1 2022 – 2023 Annual Audit	G – INFORMATION
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Vice Chancellor for Administrative Services Tina Kostiuk addressed the 2022-2023 annual audit, noting the members of the Audit Committee. Dana Coomes and Steve Bondar from Plante Moran presented the findings from the report.

T. Kostiuk then introduced Sharon Converse, Controller at OCC, who helped to present financial information including the following:

- Revenues and expenses highlights
  - Where does our money go
  - Fifteen-year trend
- Unrestricted Net Position
- Capital Highlights
  - Five Year Plan
  - Increase Vibrancy/Reduce College Footprint
  - Royal Oak Culinary Studies Institute
  - Health Professions Building
  - CREST Expansion, Phase 1
  - CREST Expansion, Phase 2
  - AH Building A Update
- Focus – double the graduation rate

Chair Jackson asked for a motion for the Board of Trustees to receive and file the 2022 - 2023 Annual Audit. Trustee Gibson MOVED to receive and file the report and Trustee Callaghan seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None  
(Report on file)

Motion Carried

## 7. MONITORING REPORT

### 7.1 Summer 2023 Monitoring Report

### H – INFORMATION

Chief Strategy Officer Dr. Steven Simpson noted how they will tailor the report to make it easier to understand and view. Dr. Simpson then turned the presentation over to IE Project Manager Kristin Carey-Li, who presented the Summer 2023 Monitoring Report to the Board. K. Carey Li noted the positive changes and numbers being up for Summer, and then reviewed some of the topics such as:

- Board Ends
- Summer KPIs
- Enrollment Trends
- Strategic Focus: Double Graduation – How to Get There
- Strategic Action Projects
- Completion Trends

Chair Jackson asked for a motion for the Board of Trustees to receive and file the Summer 2023 Monitoring Report. Trustee Gibson MOVED to receive and file the Summer 2023 Monitoring Report. Trustee Bryant seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None  
(Report on file)

Motion Carried

## 8. ACTION ITEMS

### 8.1 Board of Trustees 2024 Regular Meeting and Conference Schedule

### I – ACTION

Chair Jackson asked for a motion for the Board of Trustees to approve the January to December 2023 Board of Trustees Regular/Special Meeting and Conference Schedule proposed to the Board. Trustee Callaghan so MOVED, and Trustee Gibson seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None

Motion Carried

Chair Jackson asked for a motion to move into closed session, pursuant to MCL 15.268(a), for the purpose of discussing the Chancellor's evaluation. Trustee Gibson so MOVED, and Trustee Callaghan seconded.

ROLL CALL VOTE:  
Trustee Callaghan, AYE  
Chair Jackson, AYE  
Trustee Gibson, AYE  
Trustee Bryant, AYE

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None

Motion Carried

The Board went into closed session at 7:52 p.m.

The Board returned to open session at 8:47 p.m.

Chair Jackson asked for a motion to move back into open session, to complete the regular meeting. Trustee Callaghan so MOVED, and Trustee Gibson seconded.

## 9. BOARD COMMENTS

Trustee Callaghan mentioned that the Citizen Research Council put out some data you might find interesting.

Trustee Bryant noted that she has done some research on Artificial Intelligence (AI), many AI technologies were developed in the last six months, we need to start researching it, as not to be left behind.

Chair Jackson noted the passing of Gerry Faye, a retiree, who was a long-time faculty member who taught Political Science, was very active with MEA, OCCFA and more. She was happy to go to Kegham Tazian's award event. She is excited about all the constructions projects, what the board is doing, community is doing, and it all is amazing.

Trustee Callaghan thanked Chair Jackson to be at the ceremony for Kegham.

## 10. ADJOURNMENT

There being no further business, Chair Jackson asked for a motion to adjourn. Trustee Gibson so MOVED, and Trustee Callaghan seconded.

AYES: Bryant, Callaghan, Gibson, Jackson

NAYS: None

Motion Carried

The meeting adjourned at 8:54 p.m.

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Kathleen E. A. Kelly

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Date

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Pamela S. Jackson, Chair

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Susan Gibson, Secretary

**Mission:** OCC is committed to empowering our students to succeed and advancing our community.