



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
April 17, 2018
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304**

1. GENERAL FUNCTIONS

1.1 Call to Order and Welcome

Chair McCulloch called the meeting to order at 7:00 p.m.

1.2 Attendance

Present

John P. McCulloch, Chair
Susan E. Anderson, Treasurer
Kathleen A. Bertolini, Trustee
Shirley Bryant, Trustee
Pamela S. Jackson, Trustee

Absent

Pamala M. Davis, Vice Chair
Christine M. O'Sullivan, Secretary

1.3 Approval of Agenda

Trustee Jackson MOVED to approve the agenda, and Trustee Anderson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

1.4 Approval of March 20, 2018 Regular Board Meeting Minutes

Trustee Bryant MOVED to approve the March 20, 2018 Regular Board Meeting Minutes.
Trustee Bertolini seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

1.5 Public Comments – None

1.6 Academic Senate Report

Academic Senate Chair Shawn Dry noted he previously shared specific questions, concerns, and suggestions to the policies and procedures for the Board's consideration. He stated numerous senators considered the new policies a huge step forward for the Board and the institution.

1.7 Labor Organizations and Associations - None

2. CHANCELLOR'S REPORT

2.1 Chancellor's Comments

Mr. Provenzano commented on the following:

- Vice Chancellor for Marketing & Community Relations Ted Coutilish was introduced.
- Chef Kevin Enright, Culinary faculty, received the Hermann G. Rush Chef's Achievement Award.
- OCC employees recently attended several conferences. At the Higher Learning Commission Conference, the following individuals presented: Tim Sherwood, Kelly Perez-Vergara, and Peter Schade. Presenters at the League of Innovation were Jeff Parent and Imad Dakka. Bev Stanbrough spoke at the FYE and Students Transition Conference.
- The 26th Annual Foundation Scholarship Luncheon was one of the highest attended events in recent years. The Foundation awarded more than 250 scholarships totaling \$250,000.
- For the third year in a row, OCC received the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association of the United States and Canada (GFOA). Additionally, an Award of Financial Reporting Achievement was also awarded to OCC's Financial Services Department for their role in preparing the award-winning CAFR.
- OCC hosted a live NASA downlink today with its 1986 class alum astronaut Dr. Drew Feustel and NASA astronaut Ricky Arnold. The event was in partnership with NASA and Lake Orion Schools to build awareness of STEM education. More than 200 students, faculty, administrators, and guests attended.
- Dr. Pamela Cox-Otto, CEO of Interact, presented a marketing "Brand" presentation. She addressed the following:
 - What a Brand is and is not.
 - What the Brand process is; i.e., the focus groups they reached out to internally and externally and the format used.
 - Who are the audiences for the Brand?
 - Provided examples of Brand ads; i.e., billboards, posters, pens, t-shirts, etc.

Chair McCulloch noted we should be protecting both the brand and the logo.
(Report on file)

2.2 Staff Report – none

2.3 Introduction of New Staff (addressed under Chancellor’s Comments)

3. ACADEMIC AND STUDENT AFFAIRS

3.1 Student Report – none

3.2 Academic Initiatives – “Distance Ed Application Update”
Vice Chancellor for Academic Affairs Cathey Maze

Dr. Maze presented an updated report on Distance Ed. She noted:

- OCC received approval from the Higher Learning Commission (HLC) to offer the Criminal Justice – Generalist Degree in 2017.
- At Division Day, it was decided OCC’s second Distance Ed program offered would be Associate of Applied Science, Computer Information Systems – Business Systems Analysis Option.
- The application for approval was submitted to the HLC on April 4, 2018; approval is expected by August/September 2018, with the program being offered in January 2019.
- Two other online degrees are expected to be offered by January of 2020: Library Technician and Fire Fighter Technology.

(Report on file)

4. COLLEGE RESOURCES

4.1 Personnel Monitoring Report – There were no questions regarding the updated Personnel Monitoring Report.

Trustee Jackson MOVED to receive and file the report. Trustee Anderson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

4.2 Business and Finance

4.2.1 2018-2019 Final Budget

Trustee Anderson MOVED for the Board of Trustees to approve the General Appropriations Act for the 2018-2019 fiscal year. Trustee Bryant seconded.

Roll call vote taken:

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

4.2.2 Finance Report – none

4.3 College Facilities Report – none

4.4 Information Technology Report – none

4.5 OCC Foundation Report – none

4.6 Strategic Plan Report - none

4.7 Contracts and Purchases

CONSENT CALENDAR – CONTRACTS AND PURCHASES

Items 4.7.1 to 4.7.2 listed below on the Consent Calendar – Contracts and Purchases were enacted by one motion. No separate discussions of these items were requested.

Trustee Bryant MOVED to approve items 4.7.1 to 4.7.2 on the Consent Calendar - Contracts and Purchases. Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

4.7.1 Oakland Police Academy Law Enforcement Training
Use of Force Simulator
Auburn Hills Campus

The Board of Trustees approved the purchase of a Use of Force Simulator from VirTra not to exceed \$113,482.

4.6.2 Furniture and Installation Services
College-Wide

The Board of Trustees approved the purchase and installation of classroom furniture from Public Place Design Company at a total cost of \$53,431.92.

END OF CONSENT CALENDAR – CONTRACTS AND PURCHASES

5. UNFINISHED BUSINESS

5.1 Proposed Amended and New Board Policies, Procedures, Bylaws, and Policy Committee Charter (Second Reading and Motion to Adopt)

Chair McCulloch thanked everyone who provided input for the Board policies, procedures, and bylaws, which have been reviewed by the Board of Trustees. He

stressed that doesn't mean the Board is now done. This Board has taken its responsibility under policy governance very seriously and part of that is the creation of a standing Policy Committee to continue review on an ongoing basis. Chair McCulloch also noted Administration has a significant role and responsibility going forward to prepare administrative policies and procedures.

Trustee Anderson MOVED the Board of Trustees adopt, upon completion of today's second reading, the amended and new Board policies and procedures, under Tab A of the Board Packet, to take effect July 1, 2018. The amended and new policies and procedures shall supersede any previously existing policies and procedures on the same subject matter. To the extent the language of the policies and procedures conflicts with any portion of any other previously existing policy or procedure, the new language shall control. Trustee Jackson seconded.

Chair McCulloch noted at the last Board meeting Trustee Bertolini proposed a change to policy 1.13. This request was forwarded to the Policy Committee for review. Vice Chancellor for Legal Affairs Eileen Husband was asked to prepare a report to address Trustee Bertolini's request from the March 20 meeting regarding policy 1.13, item 4, be amended to read 24 months, instead of 12 months. Ms. Husband reported she reached out to all of the Michigan community colleges inquiring whether they had a waiting period before a trustee may apply for employment with the college. Of the eight community colleges who responded, only Schoolcraft had a one-year waiting period; the others had no wait period. Ms. Husband stated of the 20 non-responding colleges, a website search was conducted and revealed Lake Michigan also has a one-year wait period. The other colleges either did not address this matter or there was no wait period.

Based on this information, Trustee Jackson MOVED to amend item 1.13 by striking out item 4 on page 3. Trustee Anderson seconded.

AYES: Anderson, Bryant, Jackson, McCulloch

NAYS: Bertolini Motion Passed

Trustee Bertolini distributed a handout to the Board that listed questions regarding several other policies. Chair McCulloch indicated this handout will be forwarded to the Policy Committee.
(Handout on file)

Vote on original motion with amendment to policy 1.13:

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None Motion Passed

Trustee Jackson MOVED the Board of Trustees adopt, upon completion of today's second reading, the OCC Policy Committee Charter under Tab C of the Board Packet, concurrently with the adoption of proposed Policy 1.11, Board Committees. Trustee Anderson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

Trustee Bryant MOVED the Board of Trustees adopt, upon completion of today's second reading, the new bylaws, under Tab B of the Board Packet, to take effect July 1, 2018. The new bylaws shall supersede any previously existing bylaws on the same subject matter. To the extent the language of these bylaws conflicts with any portion of any other previously existing bylaw, policy and/or procedure, the new bylaw language shall control. Trustee Anderson seconded.

Trustee Bertolini discussed some questions she had regarding several bylaws. Chair McCulloch noted those questions will be forwarded to the Policy Committee.
(Handout on file)

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

6. NEW BUSINESS

6.1 SEMCOG Membership [Southeast Michigan Council of Governments]

Trustee Bryant MOVED the Board of Trustees join SEMCOG. Trustee Bertolini seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

Chair McCulloch asked if any trustees would like to be considered as the Board's delegate to this organization. Trustees Bertolini and Jackson expressed an interest.

Roll call vote taken:

Jackson: Anderson, Bryant, Jackson, McCulloch

Bertolini: Bertolini

Trustee Anderson MOVED the Board of Trustees appoint Douglas Smith, Executive Director of Economic & Workforce Development Services, as an alternate delegate for one year from the date of enrollment. Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

7. BOARD MEMBER REPORTS AND COMMENTS

The Trustees thanked the Marketing team for a great presentation.

They also expressed their appreciation for all the hard work that went into the policies and procedures both from the Board's Policy Committee and from Administration.

Congratulations were extended to the Finance team for receiving the Certificate of Achievement for Excellence in Financial Reporting award the third year in a row.

8. ADJOURNMENT

Trustee Bryant MOVED to adjourn the meeting, and Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None

Motion Passed

Chair McCulloch adjourned the meeting at 8:37 p.m.

Cherie A. Foster

Date

John P. McCulloch, Chair

Susan E. Anderson, Treasurer