



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
September 25, 2018
Oakland Community College
Royal Oak Campus Lila Jones-Johnson Theater
739 S. Washington Avenue
Royal Oak, Michigan**

1. CALL TO ORDER

Chair McCulloch called the meeting to order at 6:00 p.m.

2. ROLL CALL AND APPROVAL OF AGENDA

Present:

John P. McCulloch, Chair
Pamala M. Davis, Vice Chair
Susan E. Anderson, Treasurer
Christine M. O'Sullivan, Secretary
Kathleen A. Bertolini, Trustee
Shirley Bryant, Trustee
Pamela S. Jackson, Trustee

Absent:

None

Trustee Davis MOVED to approve the revised agenda, and Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

3. MINUTES

3.1 June 19, 2018 Regular Board Meeting Minutes

A – ACTION

Trustee Anderson MOVED to approve the June 19, 2018 Regular Board Meeting Minutes. Trustee Davis seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

3.2 August 16, 2018 Special Board Meeting Minutes

B – ACTION

Trustee Bryant MOVED to approve the August 16, 2018 Special Board Meeting Minutes. Trustee Anderson seconded.

Trustee Bertolini asked for clarification to the last sentence on page one of the minutes noting George Butler as OCC's attorney. She stated she thought Mr. Butler was the Board's attorney. Chair McCulloch asked that this edit be added to the minutes, and with this modification took the vote.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

4. COMMUNICATIONS

4.1. Community Comments - None

4.2. Student Government Comments – None

4.3. Academic Report

Vice Chancellor for Academic Affairs Cathey Maze referred to the Global Literacy Endorsement (GLE) handouts she distributed to the Board. She reported that during International Education Week (November 12-16, 2018), OCC will be launching a Global Literacy Endorsement, which allows students to explore and connect. Dr. Maze explained that GLE is an official endorsement on a student's college transcript – much like MTA, academic honors, and PTK. It recognizes a student has gone beyond typical expectations to develop global competencies and engage in intercultural learning. Students can earn the GLE by participating in a combination of academic courses, life experiences, and local events and activities – all with a global focus.

Dr. Maze then introduced Nancy Showers who will provide the HLC Update and John Mitchell who will report on Senate activities.

4.3.1. HLC Update

Executive Director of Planning, Quality & Accreditation Nancy Showers provided an update on the preparatory activities currently taking place for the upcoming Higher Learning Commission visit scheduled for March 18 and 19, 2019. She noted the Board will have interaction with the HLC team, and that reports from their previous visit are being reviewed to ensure all matters and concerns have been addressed.

Ms. Showers stated an HLC website link will be sent out sometime this week for the Board to review the assurance argument and provide any feedback prior to the October Board meeting. She also indicated meetings could be scheduled to answer any Board questions or provide clarification.
(Report on file)

4.3.2. Academic Senate Update

Academic Senate Chair John Mitchell reported the Academic Standards Standing Committee worked diligently this summer on a comprehensive review of all existing policies and procedures, which will be addressed at this Thursday's Senate meeting. The Senate continues to focus on the results of the OCC employee survey, third-party book buyers on campus, and ongoing standing committee projects.

Trustee Davis inquired if individuals with used textbooks could bring them to the College for the third-party book project, and Mr. Mitchell said the donation would be welcomed.

4.4. Chancellor's Report

Mr. Provenzano commented on the following:

- Seven retirees were recognized for their service at OCC:
 - Brian Mullkoff, 39 years, IT Paraprofessional
 - Susan Baier, 38 years, Culinary Faculty
 - Charles Kurzer, 38 years, College Readiness Faculty Counselor
 - Jayne Lobert, 26 years, Nursing Faculty
 - Michelle Rose, 25 years, Enrollment Services Student Services Specialist
 - Barbara Turvill, 21 years, Buildings and Grounds Custodian
 - Marcia Worthy, 14 years, Communications, Arts & Humanities Administrative Specialist II
- Eight new employees were recognized:
 - Ananya Adhikary, Mathematics and Sciences Paraprofessional
 - Lori Allen, Marketing and Community Relations Graphic/Multi-Media Designer
 - Analletta Baker, Student Financial Resources and Scholarships Secretary
 - Karen Bathanti, Vice Chancellor for Human Resources
 - Shawn DiCicco, Learning Resources ACCESS Coordinator
 - Jessica Hempstead, Learning Resources Secretary
 - Scott McCallister, Business Office Specialist
 - Michelle McLane, Learning Resources ACCESS Coordinator
- Associate Academic Dean Kim Davis and English faculty member Sharon Cicilian presented their English placement practice session at the ACCUPLACER conference
- Respiratory Therapy Program, led by our faculty member Sue Work, was recognized as a Distinguished Registered Respiratory Therapist
- Counselor Michelle May was awarded a \$25,000 Kresge Artist Fellowship
- Interim CREST Director and Director of Law Enforcement Training David Ceci and Director of Marketing and Community Relations Bridget Kavanaugh were recognized for completing the MCCA Leadership Academy year-long program of study
- Restaurant Management student Kacy Wolfram earned a gold medal in the national Skills USA Championship in Restaurant Service
- OCC's Outdoor Campaign includes:
 - 51 billboard locations across metro Detroit
 - 20 SMART bus signs on Oakland County roads
 - Ran from July 30 through September 23
 - Actual OCC students were featured
- A new transfer agreement is forged with Oakland University, Macomb Community College, and Oakland Community College
- Automation Alley recently hosted an event highlighting our CREST facility
- The Garden Party raised \$116,000 toward OCC scholarships
- Arts, Beats, and Eats:
 - OCC sponsored four art booths and a marketing booth
 - 20 stage performances and demonstrations
 - 165 volunteers and over 500 volunteer hours
 - 558 social media likes/follows
 - TV news interviews with students and faculty members Peter Schade and Michele Pergeau Dudgeon
- Welcome Back Week Events - September 24 to 28, 2018:
 - Picnics at each of the campuses
 - Chancellor's Inauguration on September 27 at the Orchard Ridge Campus Smith Theatre
- Manufacturing Day is October 5 and will be held at the Auburn Hills Campus beginning at 5:30 a.m. with a live broadcast from Paul W. Smith. OCC is partnering with area manufacturing firms to promote the event.

- OCC Admissions Open House is scheduled for October 6 from 10:00 a.m. to 1:00 p.m. at our Auburn Hills Campus. The Open House will showcase college-wide academic programs and feature tours, displays, activities, and LIVE admission opportunities. OCC is partner with the Secretary of State's LIVE SOS tour.
- OCC is hosting three faculty members from China's Wuxi Vocational Institute of Commerce for a 90-day professional development experience. During that time, our guests will be observing business and ESL classes, meeting with local business community leaders, and experiencing the wonderful cultural experiences in our region. Dr. Maze introduced our guests to the Board.
(Report on file)

5. ENDS Performance Report

5.1. ENDS Board Monitoring Report: *Accreditation*

Vice Chancellor for Academic Affairs Cathey Maze reported on the Accreditation ENDS Board Monitoring Report. She noted this is the first Board monitoring report presented based on the new policies, and asked for any feedback the Board may have. She discussed the three main performance areas the report focused on: Institutional Accreditation, Program Accreditation, and Student Services Certification.

Dr. Maze was pleased to announce the HLC recently approved OCC to offer an additional online program, and noted the HLC was very impressed with our processes. She reported numerous faculty members have either gone through or are going through the two-semester training that enables them to teach the online classes, which must be ADA compliant. Dr. Maze is looking into having additional staff available for this training.

Dr. Maze addressed questions from the Board regarding faculty training, software, credit hour fees, and program completion.
(Report on file)

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

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

ABSENT DURING VOTING: O'Sullivan

NAYS: None

Motion Carried

6. ACTION ITEMS

6.1. State of Michigan Appropriation Local Strategic Value Resolution

C – ACTION

Trustee Bryant MOVED the Board of Trustees approve the State of Michigan Appropriation Local Strategic Value Resolution. Trustee Bertolini seconded.

Roll call vote:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

ABSENT DURING VOTING: O'Sullivan

NAYS: None

Motion Carried

6.2. ACCT Leadership Congress Delegates

D – ACTION

Trustee Bryant MOVED Trustee Jackson serve as Oakland Community College’s voting delegate at the ACCT Leadership Congress in New York City on October 24-27, 2018. Trustee Davis seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

ABSENT DURING VOTING: O’Sullivan

NAYS: None

Motion Carried

7. INFORMATION ITEMS

7.1. Business and Finance

7.1.1. Finance Quarterly Report

E – INFORMATION

Vice Chancellor for Administrative Services Bobbie Remias reviewed and addressed questions from the Board regarding the quarterly report ending June 30, 2018. A request was made by Chair McCulloch for Administration and the Senate to work together regarding the choice in publishers and textbooks utilized by faculty and return with a presentation to the Board regarding options. Academic Senate Chair John Mitchell confirmed that Senate will assist looking into this matter.

Trustee Davis MOVED to receive and file the report. Trustee O’Sullivan seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O’Sullivan

NAYS: None

Motion Carried

7.1.2. New Budget Format

Vice Chancellor for Administrative Services Bobbie Remias walked the Board through the new budget report format. It will provide:

- Additional details and information
- Direct connection of the College’s financial resources to our strategic plan and mission, vision, and values
- More of a visual presentation with pictures, charts, and graphs
- Greater detail surrounding the budget process and timeline

(Report on file)

7.1.3. PFM Update

Brian Quinn, Director at PFM Asset Management, provided the annual report to the Board on OCC’s Investment Portfolios. He focused on current market themes. Mr. Quinn also reported our economic indicators are strong; i.e., unemployment rate, wage growth, inflation, labor productivity, etc., and are at near or multi-year bests. He concluded by stating OCC’s Core and Liquid portfolios showed a very good performance.

(Report on file)

Chair McCulloch requested the report be forwarded to the trustees.

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

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

7.2. College Facilities Quarterly Report

F – INFORMATION

Trustee Bertolini MOVED to receive and file the report. Trustee Bryant seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

7.3. Information Technology Quarterly Report

G – INFORMATION

Trustee Anderson MOVED to receive and file the report. Trustee O'Sullivan seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

7.4. OCC Foundation Quarterly Report

H – INFORMATION

Trustee O'Sullivan MOVED to receive and file the report. Trustee Bryant seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

7.5. Strategic Plan Quarterly Report

I - INFORMATION

Trustee Anderson inquired as to what the new measures will be for the VFO Strengthen Employability. Executive Director of Institutional Effectiveness Marty Orlovski responded the measures are still being worked on and should be ready by the end of this year.

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

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

8. BOARD COMMENTS

Trustee Bryant stated she will meet with Trustee Jackson to advise her as to the voting process at the ACCT Leadership Congress. She also stated that founder George Mosher's birthday (also recognized as Founder's Day) coincides during the upcoming HLC Visit and asked the HLC team be made aware of this.

Trustee Jackson presented Chancellor Provenzano a State of Michigan plaque she received as OCC's member to SEMCOG. Trustee Jackson also mentioned she has been attending the Welcome Back picnics at the campuses and is pleased to see the response and positive energy at these events.

With the Board's permission, Trustee Davis requested to have Trustee Jackson suggest at the upcoming MCCA Board of Directors Meeting in October that next year's MCCA Summer Conference be held at Northwestern Michigan College as it has been in years past. Trustee Jackson stated she would do so.

9. ADJOURNMENT

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

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch, O'Sullivan

NAYS: None

Motion Carried

Chair McCulloch adjourned the meeting at 7:50 p.m.

Cherie A. Foster

Date

John P. McCulloch, Chair

Christine M. O'Sullivan, Secretary