



**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 17, 2019
Oakland Community College
Royal Oak Campus
Lila Jones-Johnson Theatre
739 S. Washington
Royal Oak, MI**

1. CALL TO ORDER

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

2. ATTENDANCE

Present:

John P. McCulloch, Chair
Susan E. Anderson, Treasurer
Pamela S. Jackson, Secretary (arrived 7:02 p.m.)
Kathleen A. Bertolini, Trustee
Shirley J. Bryant, Trustee
Christine M. O'Sullivan, Trustee

Absent:

Pamala M. Davis, Vice Chair

3. APPROVAL OF AGENDA

Chair McCulloch asked for approval of the agenda with Information Items 8.1 through 8.4 to be addressed as a consent agenda. Trustee O'Sullivan so MOVED, and Trustee Bryant seconded.

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

NAYS: None

Motion Carried

4. MINUTES

4.1 June 18, 2019 Regular Board Meeting Minutes

A – ACTION

Trustee Anderson MOVED to approve the June 18, 2019 Regular Board Meeting Minutes. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

4.2 August 13, 2019 Special Board Meeting Minutes

B – ACTION

Trustee Bryant MOVED to approve the August 13, 2019 Special Board Meeting Minutes. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments – none

5.2. Student Government Report

Student Government Report – Highland Lakes Associate Dean of Student Services Lisa Skowronski introduced the Student Government Representative Genevieve Cabadas. Ms. Cabadas provided a presentation to the Board on Student Government and Student Life at OCC.

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:

- The Senate joins all College groups in celebrating the HLC’s reaccreditation for OCC
- John Mitchell, Mary Thomas, and Krishna Stilianos took part in the Strategic Planning Retreat held in August. The retreat was productive and indicative of a new era of shared governance.
- The Senate is working with IE to develop an initiative to disseminate, examine, and interpret data at the College
- Updating the Senate Constitution
- Addressing consent agendas via the Standing Academic Standards and the Curriculum and Instruction Committees
- Another major initiative the Senate is working on is Professional Development for Faculty

5.4. Chancellor’s Comments

Mr. Provenzano commented on the following:

- Reviewed OCC’s Mission, Values, and Vision statements
- The HLC reaffirmed our accreditation for 10 years through 2028-29
- Reviewing our enrollment status from 2018 to 2019, the headcount and credit hours are about equal and we are promoting late-starting classes
- There was great student engagement at the Welcome Back events that took place at all five campuses, with representation from Counseling, ASC, Library, and community resources
- A new 24/7 Marketplace is now located at the Highland Lakes Campus
- Student Achievements:
 - 67 Chancellor Scholarship recipients
 - Hitomi Tomobe was awarded ACF Student Chef of the Year
 - Graduate Shelby Carolan opens Wixom coffee house

- The millage renewal will be on the November 5 ballot:
 - Does not increase taxes
 - Constitutes 27% of the operating budget, which equates to approximately \$45 million
 - Millage information will be disseminated through direct mail postcards, digital ads, Pandora and WJR radio, billboards, communication presentations, editorial board meetings, and college events
- Arts, Beats & Eats this year included arts demos and performances, a driving simulator from CREST, and offered OCC recruitment and engagement information. Through a clicker system, OCC had over 7,000 interactions with attendees.
- The DIA Inside/Out program was unveiled
- OCC has a new partnership with the DSO
- The Garden Party was once again a huge success, which included more guests and volunteers, and raised over \$100,000 for skilled trade scholarships. Next year's event is June 14, 2020.
- Ted (Talent and Economic Development Department of Michigan), which highlights professional talent development throughout Michigan, interviewed 2017 Surgical Tech graduate Samantha Spiewak about the profession and will use it for a future podcast
- Seven retirees were recognized for their service at OCC:
 - Matthew F. Charbonneau – 34 years – Maintenance Grounds Keeper
 - Christina L. Genei – 15 years – Nursing Faculty
 - Mercedita B. Gooding – 16 years – Science Parapro
 - Karen D. Greiwe – 16 years – Dean's Office Administrative Specialist I
 - Godson Y. Nasari – 31 years – Mathematics Faculty
 - William M. Schanerberger, 21 years – CIS Faculty
 - Martin A. Orłowski – 29 years – Executive Director of Institutional Effectiveness
Mr. Orłowski attended the meeting and stated it has been a privilege to work for OCC, and his successes are due to the talented employees who work here.
- New Hires:
 - June
 - Shirley Davis, Custodian
 - Christina Joseph, Secretary
 - Sooyeon Kim, Executive Director of Institutional Effectiveness
 - Ellen Pare, Library Technician
 - Troy Upshaw, Custodian
 - July
 - Tessa Hardiewich, Human Resources Coordinator
 - Kim Madeleine, Marketing & Communications Coordinator
 - Jonelle Roberts, PT Laboratory Technician
 - Laura Rutkoski, Human Resources Specialist
 - Richard Rymski, Paraprofessional
 - Jamie Stephens, PT Secretary
 - August
 - Jason Booms, Public Safety Officer
 - Karen Doyle, Psychology Faculty
 - Carol Laverne, Nursing Faculty
 - Angela Magolan, Nursing Faculty
 - Teodora Nikolovski, IT Support Center Specialist
 - Kevin Penn, FT Custodian
 - Melissa Tilley, Digital Strategist
 - Yorlanda Wilson, PT Business Office Specialist
 - Hollie Wong, PT Learning Resources Technician

- Employee Achievements:
 - Tylonn Sawyer, Art Faculty – awarded the 2019 Kresge Artist Fellow
 - Gheorghita Tres, Humanities Faculty – presented her essay entitled, “Atlas Shrugged Again: The Brexit’s Randian Objectivism,” at the 26th International Conference of Europeanists in Madrid, Spain
 - Chef Kevin Enright, Culinary – received the Presidential Medal from the American Culinary Federation for his skill, knowledge and professionalism in the culinary industry
 - Marketing Team received the IABC Heritage Region Silver Quill Award of Excellence for OCC’s first comprehensive brand campaign: *Excellence Empowered*
 - MCCA Leadership Academy Graduates
 - Stacey Jackson, Associate Dean of Student Services
 - Keith Pawlovich, Admissions Coordinator
 - Financial Aid Team NASFAA Exam – earned exam credentials displaying proficiency in ten key areas of Financial Aid administration:
 - Sandra Strong, FA Manager
 - Karen Johnson, FA Officer
 - Christina Felcyn, FA Officer
 - Steven Jablonski, FA Specialist
- Idea Board
 - Our Trust, Respect & Accountability Committee (TRAC) championed the creation
 - Provides a further avenue for the voice of faculty and staff(Report on file)

6. MONITORING REPORT

6.1. Accreditation Monitoring Report

C – INFORMATION

Associate Vice Chancellors for Academic Affairs Timothy Sherwood and Joseph Petrosky presented to the Board. They were pleased to announce OCC received reaccreditation through 2029 on all of its criteria. The reaccreditation impacts quality assurance, access to financial aid, transferability, professional recognition, innovation, and continuous improvement.

Institutional Accreditation affects:

- Distance Education: approval to offer online courses/programs and Quality Assurance Standards for Distance Education
- Federal Compliance: student concerns management, student outcomes, and program accreditation metrics
- Quality Initiative: program pathways for students, student service processes, faculty and student engagement, Completer Scholarship, and Summer Momentum Scholarship

Institutional Accreditation Actions:

- 2018 Action: Investigate software applications to improve efficiency of the student complaint process; 2019 Update: Maxient software selected, implementation in 2020
- 2018 Action: Implement a student service satisfaction survey; 2019 Update: The surveys were implemented starting Fall 2019 in Financial Aid, Counseling, ASC, ACCESS, Library, Student Life, Career Services/Continuing Education
- 2019 Action: Work with Academic Senate to identify additional online programs
- 2019 Action: Pilot software for remote online exam proctoring

Program Accreditation:

- Evaluating benefits: professional value, market standard/advantage, transfer implications, curricula best practices/innovation, and sustainability

- Alignment with academic/professional standards that support development of relevant curriculum with best practices of each profession; 17 programs maintain external accreditation, while two programs are seeking external accreditation (Collision Auto Repair and Automobile Servicing)

Licensure/Certification Standards:

- Alignment with licensure/certification standards provides employment/occupational benefits
- Competitive edge, additional skills, opportunity for promotion
- Perkins-approved programs report on this metric, including 21 CTE disciplines

Accreditation Supports Quality Education:

- Value: signals value of OCC curriculum to students, employers, community
- Best practices: drives educational excellence, professional preparation
- Innovation: cyclical, comprehensive review leads to innovation

(Report on file)

Dr. Sherwood addressed questions from the Board regarding distance education, faculty training, future programming, and when the new programs will be offered.

Chair McCulloch asked for a motion to receive and file the report. Trustee Bertolini so MOVED, and Trustee Anderson seconded.

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

NAYS: None

Motion Carried

7. ACTION ITEMS

7.1. State of Michigan Appropriation Local Strategic Value Resolution D – ACTION

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

Roll call vote:

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

NAYS: None

Motion Carried

7.2. ACCT Leadership Congress Delegate E – ACTION

Trustee Bryant MOVED Trustee Jackson serve as Oakland Community College's voting delegate at the ACCT Leadership Congress in San Francisco on October 16-19, 2019. Trustee Anderson seconded.

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

NAYS: None

Motion Carried

8. INFORMATION ITEMS

8.1 Finance Quarterly Report F – INFORMATION

8.2 College Facilities Quarterly Report G – INFORMATION

8.3 Information Technology Quarterly Report

H – INFORMATION

8.4 OCC Foundation Quarterly Report

I – INFORMATION

As there was no discussion called for Information Items 8.1 through 8.4, Chair McCulloch asked for a motion to receive and file these reports. Trustee Jackson so MOVED, and Trustee O’Sullivan seconded.

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

NAYS: None

Motion Carried

8.5 Strategic Plan Quarterly Report

J – INFORMATION

Vice Chancellor for Academic Affairs Cathey Maze reported a cross-functional group of faculty and staff met on August 15 and 16 to renew OCC’s strategic plan. The session included:

- Review of key data trends across the College
- Discussion on improving OCC’s strategic planning processes
- Brainstorming and prioritization of OCC’s most important focus areas for the next four years

There were no changes to the Mission, Values and Vision statements. Two strategic directions were identified. They included improving enrollment and promoting a culture of collaboration.

For the Fall 2019/Winter 2020 semesters, feedback will be gathered to develop strategic plan materials, share strategic plan materials via InfoMart, hold campus meetings to share Strategic Plan materials and provide Q&A, and then to place these materials on the Academic Senate agenda for feedback. During Winter 2020/Spring 2020, the Strategic Plan updates will be finalized and presented to the Board for approval.

During 2020-2023, quarterly reviews will take place to monitor and track the progress of the action plans via metrics and data. Quarterly Board and campus updates will occur. Continuous feedback loops via Senate Leadership and the Academic Planning Committee will follow, as well as an annual review of the strategic objectives to ensure the action plans are achieving measurable results.

(Report on file)

Trustee Jackson said she would like to see statistics representing those students who come to OCC who just want to attend a couple of classes, not necessarily to obtain a certificate/degree or transfer. Chair McCulloch followed up with questioning if this information can be tracked. Dr. Maze said the information is tracked, but very few students report that they do not plan to receive a certificate or degree.

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

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

NAYS: None

Motion Passed

9. BOARD COMMENTS

Trustee Jackson stated she was pleased we are starting a new school year on a positive note with the HLC reaccreditation and everyone working together.

Trustee Bryant expressed congratulations on the reporting of a stable enrollment.

Trustee Anderson noted OCC’s front line staff was fabulous – great job!

10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 8:30 p.m.

Cherie A. Foster

Date

John P. McCulloch, Chair

Pamela S. Jackson, Secretary