



**BOARD OF TRUSTEES
VIRTUAL REGULAR MEETING
MINUTES**

April 28, 2020

**Oakland Community College
2480 Opdyke Road
Bloomfield Hills, Michigan**

1. CALL TO ORDER

Chair McCulloch called the meeting to order at 6:30 p.m.

2. ATTENDANCE

ROLL CALL:

Present:

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

Absent:

None

3. APPROVAL OF AGENDA

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

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

NAYS: None

Motion Carried

4. MINUTES

4.1 February 18, 2020 Regular Board Meeting Minutes

A – ACTION

Trustee Davis MOVED to approve the February 18, 2020 Regular Board Meeting Minutes. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

4.2 March 14, 2020 Special Board Meeting Minutes

B – ACTION

Trustee Jackson MOVED to approve the March 14, 2020 Special Board Meeting Minutes. Trustee Davis seconded.

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

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments - none

5.2. Student Government Report – no report

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:

- Although, Senate leadership cancelled the March and April Campus and College Senate meetings, some crucial, time-sensitive curricular business was conducted via email regarding consent agendas for program and degree changes that need to be approved for next year’s catalogue
- The Senate standing and ad hoc committees continued to meet virtually during the past two months
- Continued to meet monthly with the Chancellor’s Academic Leadership Team, focusing on the College’s plans for moving forward and how we can flexibly adapt to the challenges of the current crisis
- This Thursday the College Senate will hold a virtual Zoom meeting to discuss and vote on two items of curricular business. If this format works, the May and/or June meetings may be held in the same manner.
- Campus Senates continue remotely working on conducting Senate elections for next year
- Chair Mitchell stated he was very proud of the way the Senators and Senate Leadership have risen to the current challenge and they will continue to serve our students and fellow academic colleagues during this pandemic

5.4. Chancellor’s Comments

Mr. Provenzano commented on the following:

- Six new employees were recognized:
 - Jennifer Berne, Provost
 - Jared Drapinski, Parts & Tool Crib Attendant, Automotive Program
 - Eleanor Marks, Secretary, ACCESS
 - Heather Nagy, Graphic-Multi Media Designer, Marketing & Communications
 - Dwayne Rayford, Facility Technician, Maintenance
 - Steven Simpson, Chief Strategy Officer, Institutional Effectiveness
- Vice Chancellor for Administrative Services Bobbie Remias was recognized as one of *Crain’s* 2020 “Notable Women in Finance”
- Presented OCC’s Coronavirus Response Timeline
- Update on the College’s Emergency response plan focusing on messaging and actions regarding the Coronavirus matter

- Academic Affairs:
 - Gained HLC consent for remote learning adjustment and met with peer institutions
 - Successfully transitioned 1,520 Winter semester courses to remote delivery
 - Ongoing communication/meetings with faculty/adjuncts, Deans, Student Services, and Registrar to address concerns and answer questions
 - ATG increased faculty training, delivery options, including video conferencing software, testing integrity solutions and pedagogical concerns
 - Aided in creation of Credit/No Credit option for Winter/Summer semesters
 - Developed contingency plans for continued remote/online learning and assessment with Chief Strategy Officer and New Provost
 - Working with Directors of Academic and Secondary Partnerships, Deans, and university partners on transfer programs/agreements
 - Managing current grants and implementing new DOL partnership grant
 - EWD remotely delivering PLC/Robotics courses and corporate training
 - EWD secured additional \$500,000 in MNJT funding
- Student Services:
 - Counseling
 - Students met with counselors via phone or Zoom technology
 - Total “Show Rate” for appointments was 50-60 percent
 - “Show rate” for virtual appointments was 99 percent
 - Reverted to extended hours, brought back additional counselors
 - Majority of questions on transfer, program planning, Credit/No Credit options, and assistance related to housing, food, personal expenses from Student Success Fund
 - Financial Aid
 - All staff converted to remote work to serve students via phone or email
 - Processing of Financial Aid Applications since March 13:
 - Summer 2020 students:
 - 801 students awarded Pell funds
 - 674 Direct Loans offered
 - Fall/Winter 2020-2021 students:
 - 8,974 Financial Aid Applications had initial reviews
 - Learning Resources Division (working remotely from home to provide students and the community with excellent services)
 - Highlights from the Libraries
 - Offer “Ask a Librarian/Research Help Now Reference Service”
 - Self-funded collaborative of Michigan community colleges and universities
 - Provides 24/7 online chat reference to the students of its members
 - From March 16 through April 27, 2020, OCC librarians conducted:
 - Virtual Reference/Research Sessions with OCC students = 186
 - Virtual Reference/Research Sessions with non-OCC students – 185
 - OCC faculty email reference questions = 38
 - Highlights from the Academic Support Centers (ASC)
 - From March 23 through April 24, 2020, the ASC provided:
 - Virtual with Supplemental Instructors (SI) = 817 student contacts
 - Virtual tutoring services = 617 students
 - The ASC will also continue to offer remote Student Success Seminars through Summer 2020
- Institutional Effectiveness
 - Winter semester students were surveyed regarding access to technology:
 - 93 percent have a computer or other device to complete their studies remotely
 - 90 percent have internet access
 - 84 percent are aware of the online resources OCC has available

- OCC Foundation:
 - Provided all students lacking home internet with information on free resources
 - Provided a device or referral to other resources of all students lacking a computer at home
 - Allocated an additional \$100,000 for The Garden Party scholarships for Summer semester
 - Launched Student Empowerment Appeal in collaboration with student organizations to replenish the Student Success Fund
- Information Technologies
 - Supported remote learning/working:
 - Provisioned 60 laptops/tablets for student/employee use
 - Enabled 300+ employees to remotely access computer drives/servers
 - Expedited installation of new VPN platform providing more remote capacity
 - Distributed headsets/webcam cameras to 60 employees
 - Enabled 70+ telephone-based employees to answer calls at home
 - Access to free Adobe Creative Cloud and Microsoft Office software
 - Helped design virtual commencement event/website
 - Expedited software changes:
 - Extended drop date for all Winter courses by 10 days
 - Added new Leave Plan to MyOCC
 - Created Credit/No Credit option on select courses
 - Modified ESL placement registration from onsite to online
 - Modified classroom number to “Remote” for all virtual Summer sections to reduce confusion
- Human Resources:
 - Provided employees with a weekly wellness video focusing on wellbeing. Topics included: Workplace Ergonomics and Back to School 101
 - Offered employees the opportunity to make a special election for FSA/Dependent Care Benefits
 - Communicated FAQs
 - Rolled out a clear and concise new policy to address the FFCRA
- Administrative Services:
 - Financial Services/Purchasing
 - Ensured Continuation of:
 - Employee paychecks, vendor payments, student payments/refunds
 - Purchasing necessary services and equipment
 - Applied for millions in grant funding – Federal Apprenticeship Grant/CARES Act
 - Public Safety
 - Maintained presence on campuses and provided employees safe entry
 - Facilitated pickup of webcams/headsets for remote teaching
 - Facilitated pickup of computers by students in need
 - Facilities/Auxiliary Services/Environmental Safety
 - Coordinated PPE donations/loaned ventilators
 - Ensured essential deliveries such as mail, IT equipment, masks sanitizing wipes, webcams/headsets
 - Continued necessary construction
 - Monitored all mechanical systems onsite/remotely
 - Maintained Bookstore operations onsite/remotely
 - Arranged use of Orchard Ridge Campus for community food box assembly
 - Ongoing efforts by Manager of Environmental Health & Safety Michael Schmidt regarding Health and Safety
- WJR Radio, WDIV Channel 4, and local papers picked up the story of our donations to Henry Ford Health System, Ascension Health System, and Beaumont Health System

- Keeping the College Community informed:
 - Web resources were created to provide regular updates including FAQs and student resource pages
 - Nearly 20 emails were sent to students since February 28, including video messages from their peers offering support and help to their fellow students, including a video from the student government president Blake Woodruff
 - Ten videos were released to students on topics such as grading, summer classes, maintaining your mental health, library services available online, and help with learning remotely
 - Employees from across the College helped us create videos to share with employees and students
- Chancellor Provenzano concluded by stating how proud he was of the OCC team in responding to this crisis and believes we will come out stronger than ever
(Report on file)

6. MONITORING REPORT

6.1 Fall 2019 Monitoring Report

C – INFORMATION

Chief Strategy Officer Steve Simpson began by thanking his team in assisting in the preparation of the Fall 2019 Monitoring Report. Topics covered included:

- OCC's impact in Oakland County
- New Reporting Cycle
- Fall 2019 KPIs
- FTIAC Success and Developmental Education
- Enrollment
- New Student Enrollment 2019-2020 Progress and how this was achieved
- Short-Term and Long-Term Strategic Initiatives for 2020-2021
- Course Success and Persistence (Continuing Student Enrollment)
- Completion
- Summary
 - Leading indicators show the promise of a foundation of stability from which to build growth
 - The five-year 8 percent increase in student persistence shows evidence of effective changes in practice that will ultimately impact graduation and completion of KPIs
 - OCC continues to grow in its data maturity and sophistication of use for planning, development, and growth
 - Strategic initiatives in recruiting, marketing, and CTE/Workforce hold the promise of increasing total student interest and enrollment beyond AMIRA forecast
 - The Monitoring Report and Board oversight will allow for consistent follow-up and a high level of institutional accountability and engagement
 - Effects of COVID-19 on OCC and how it was addressed

Chair McCulloch asked if enrollment projections could be provided for the next five years including the assumptions used in formulating the enrollment projections (i.e. K-12 enrollment, impact of Covid 19, etc.). Dr. Simpson said he could provide that information at the June Board meeting.

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

ROLL CALL VOTE:

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

NAYS: None
(Report on file)

Motion Carried

7. ACTION ITEMS

7.1. 2021-2025 Proposed Budget and Financial Forecast

D – INFORMATION

Vice Chancellor for Administrative Services Bobbie Remias and Director of Budget and Financial Planning Renee Oszust discussed the proposed budget and financial forecast for fiscal years ending 2021-2025.

Topics discussed included:

- Operating revenue
- Enrollment projection
- Operating revenue budget/forecast
- Operating expenses and transfers
- Capital budget and projects
- Campus facility projects

Ms. Remias acknowledged that certain uncertainties exist, both positive and negative:

- Enrollment uncertainties may be positive or negative. Although, Summer enrollment is lower than expected, there is the potential to have a better than projected Fall enrollment.
- There may be a slowdown in increased Oakland County property values.
- There may be a potential decline in State Appropriations because of state losses in sales tax revenue.
- OCC is in line for a multi-million dollar Federal grant. Fifty percent will be distributed to our students. The other fifty percent is earmarked for institutional use, which we plan to invest in college-wide technology in support of our students and their distance learning.

In conclusion, Ms. Remias stated they will continue to monitor the economic situation and establish contingency plans, if needed, to ensure quality education for our students, as well as long-term stability for the college, its employees, and the community it serves.

Kudos to OCC's Finance Department who once again received the Award for Best Practices in Community College Budgeting for FYE June 30, 2019 by the Government Finance Officers Association.

7.2. 2020-2021 Tax Levy of Operating Millage

E – ACTION

Trustee Anderson MOVED the Board of Trustees adopt the resolution to levy the maximum annual tax rate and authorize the Vice Chancellor for Administrative Services to notify the proper assessing office of each municipality to effectuate compliance with this resolution. Trustee Jackson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

7.3. 2020-2021 Tuition Rates

F – ACTION

Trustee Bertolini MOVED the Board of Trustees adopt the following tuition rates effective for the Fall 2020 semester:

\$ 97.00 per contact hour for In-district students
\$188.00 per contact hour for Out-of-district students

Trustee Anderson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

7.4. Approval of Revised Policies

G – ACTION

Trustee Jackson MOVED the Board of Trustees approve the following amended Board policies, procedure, and bylaw to take effect immediately:

1.4 Policy Creation and Review

1.7 Board Chair's Role

1.11 Board Committees

1.12 Board Planning Cycle

2.2 CEO Accountability

2.3 Delegation to the CEO

4.3 Monitoring College Effectiveness Policy/Monitoring Reporting Procedure

4.4 Accreditation and Certification

Article IV. Meetings, Section 4.a. Bylaws unique to Regular and Special Meetings Calendar

Trustee Davis seconded.

Chair McCulloch reminded the Board that the amended policies, procedure and bylaw shall supersede any previously existing policies, procedures and bylaws on the same subject matter. To the extent the language of the policies, procedure or bylaw conflicts with any portion of any other previously existing policy, procedure or bylaw, the new language shall control.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

8. INFORMATION ITEMS - none

9. BOARD COMMENTS

Trustees Bertolini and Jackson thanked everyone who made it possible to conduct our April meeting via a virtual format.

10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 7:59 p.m.

Cherie A. Foster

Date

John P. McCulloch, Chair

Pamela S. Jackson, Secretary

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