



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
May 18, 2021
Oakland Community College
Highland Lakes Campus Student Center
7350 Cooley Lake Road
Waterford, Michigan**

1. CALL TO ORDER

Chair Jackson called the meeting to order at 6:18 p.m.

2. ATTENDANCE

Present:

Pamela S. Jackson, Chair

Kathleen A. Bertolini, Vice Chair

Susan Gibson, Secretary

Susan E. Anderson, Treasurer

Shirley Bryant, Trustee

Pamala M. Davis, Trustee (arrived 6:24 p.m.)

Absent:

Christine M. O'Sullivan, Trustee

3. APPROVAL OF AGENDA

Trustee Bryant MOVED to approve the agenda, and Trustee Gibson seconded.

AYES: Anderson, Bertolini, Bryant, Gibson, Jackson

NAYS: None

Motion Carried

4. APPROVAL OF MINUTES

CONSENT CALENDAR – BOARD MEETING MINUTES

Items 4.1 to 4.3 listed below on the Consent Calendar – Board Meeting Minutes are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these minutes 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.

Chair Jackson asked if any of the trustees would like an item pulled for separate discussion. There being no such request, the Chair asked for a motion to approve the Board Meeting Minutes Consent Calendar items 4.1 through 4.3. Trustee Bertolini so MOVED, and Trustee Gibson seconded.

AYES: Anderson, Bertolini, Bryant, Gibson, Jackson

NAYS: None

Motion Carried

4.1 February 16, 2021 Regular Board Meeting Minutes

A – ACTION

4.2 February 16, 2021 Closed Session Minutes

B – ACTION

4.3 March 27, 2021 Special Board Meeting Minutes

C – ACTION

END OF CONSENT CALENDAR – BOARD MEETING MINUTES

5. COMMUNICATIONS

5.1. Community Comments

OCCFA President Gina Mandas addressed the Board regarding a decision be made regarding the Fall Semester format. She asked that students and employees be informed as early as possible as to how we will be providing classes to the students.

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:

- Working on several academic policies - including a revision of the academic dishonesty policy and a clarification of the N Mark policy and procedures, particularly for online and remote classes
- The Senate Leadership Constitutional Ratification subcommittee continues work to revise the Senate Constitution
- Senate, and especially the CIC, are overseeing the academic aspects of the College's upcoming move to early registration for Fall semester, including revising the handbook and calendar
- Developing a plan to revise, update, and realign the College's assessment practices

5.3.2. Provost Update

Dr. Jennifer Berne highlighted some recent events at OCC:

- Scholarship Recognition Ceremony, which recognized student scholarship recipients and donors
- Outstanding Student Recognition Ceremony – Extraordinary students were recognized via video recording from the faculty honoring them
- Nursing Program Pinning Ceremony for winter and spring graduates

Event Coordinator Ken Faulk and his events team were acknowledged for all the work they put into making these virtual events happen.

Dr. Berne also noted that after 15 months of mostly remote teaching, we are getting better all the time. Many of our full-time faculty are now trained in online and hybrid course development, and adjunct faculty has been offered the same training opportunity. Communicating with students is key to set them up for success.

5.4. Chancellor's Report

Mr. Provenzano commented on the following:

- Seven new employees were recognized:
 - Dawnmarie Chmiel-Yelcho, Executive Director of Culinary and Hospitality
 - Aishwarya Ponkshe, Business Intelligence Analyst
 - Linda Ruggirello, Marketing and Community Relations Coordinator
 - Andre' Poplar, Vice Chancellor for Human Resources and DEI
 - Sheila Acker, Director of Marketing
 - Keith Walker, Desktop Support Specialist
 - Hannah Braun, Grants Coordinator
- Seven retirees were recognized for their service at OCC:
 - Robert Cowles, Groundskeeper – 32 years
 - Laurie Huber, Director of Admissions – 19 years
 - Charles Machise, Facility Technician – 35 years
 - Janet Whitfield, Buyer - 17 years
 - Judith Portwood, Learning Resources Tech – 10 years
 - Laura Ketelhut, Public Safety Officer – 10 years
 - Nancy Huey, Financial Aid Specialist – 33 years

The Chancellor thanked Ms. Huey for her service and presented her with a certificate. Ms. Huey thanked OCC for the opportunity to help so many students during her time here.

- Eunice Jeffries, Director of Government and Community Relations, was recognized as one of this year's Women of Excellence by the *Michigan Chronicle*
- Dr. Debra Rowe, Psychology and Social Science faculty member, served as co-moderator and co-organizer of "Connecting Sustainable Energy Businesses with Education – Getting the Workforce You Need," a webinar hosted by World Bank and the United Nations Environment Programme
- Melissa O'Leary, Marketing & Communications Digital Strategist, presented "How to Authentically Engage Gen Z and Millennials on Social Media and Measure the Results" at the National Council for Marketing & Public Relations Conference
- David James, English faculty member, had two poems published in the February issue of *Antonym* titled "Better Living through Chemistry" and "Cry if You Want To"
- Karyn Holiday, ESL faculty, collaborated with her daughters on their second book, [Sparkles the Spider Learns to Love Herself](#)
- Dr. Steve Simpson, Chief Strategy Officer, and Zheng Wang, Director of Analytical Studies, had their presentation on "Diversity, Equity, Inclusion, and Strategic Planning: How to Advance Institutional Policy through BI Tools" win best presentation at the Michigan Association of Institutional Researchers Annual Conference
- Nina Barkell and Susan Snyder, Nursing faculty members, presented their doctoral project, "Just Culture During the COVID-19 Pandemic," to the Michigan Nurses Foundation
- Chancellor Peter Provenzano was asked by Oakland County Executive Dave Coulter to serve as a member of the Oakland County 2021 COVID-19 Economic Recovery Task Force
- Cindy Carbone, Academic Dean for Communication, Arts and Humanities, was recognized by the Phi Theta Kappa Honor Society with a Distinguished College Administrator Award
- Robert Spann, Dean of Student Services and Interim Admissions Director, served as the keynote speaker at the Farmington Public Schools Turn Around Awards, sharing his inspirational story about how he overcame challenges in his life
- Mary Ann Sheble, Academic Dean – Learning Resources, was elected Vice Chair/Chair Elect of the Detroit Area Library Network (DALNET) Board of Directors
- Tylonn Sawyer, Art faculty member, is featured in *Hour Detroit* for a new exhibition, "White History Month Volume I and II: the Year of the Flood Exhibit," at the N'Namdi Center for Contemporary Art

- Allison McFadden Keesling, Highland Lakes Librarian, was awarded first place and Darlene Johnson-Bignotti, Royal Oak Librarian, was awarded an honorable mention by Research Help Now, a statewide consortium of Michigan academic libraries
- Tony Baracco, History faculty member, and Youmin Lee, English faculty member, have been awarded the 2020-2021 Asian & Global Studies Course Development Grant from the Center for Global Studies, East Asia Center, South Asia Center, and Southeast Asia Center in the Henry M. Jackson School of International Studies at the University of Washington
- Students Elena Wong and Joseph Sheremet were selected as a 2021 Coca-Cola Academic Team Gold Scholar, each receiving a \$1,500 scholarship. Ms. Wong was OCC's first international officer of PTK during 2020.
- Student Tala Alahmar earned the prestigious Jack Kent Cook Scholarship and will receive up to \$40,000 per year to attend a four-year accredited undergraduate school. Ms. Alahmar was elected the 2021 international president for PTK.
- Another scholarship recipient is student Yuliia Lane, who is one of 15 Phi Theta Kappa members nationwide to be named a 2021 Guistwhite Scholar, and was also a semifinalist for the Jack Kent Cook Scholarship
- Both Juliia Lane and Richard Trombley were awarded the Michigan Memorial Scholarship
- OCC's 4 PTK Chapters received 18 different awards at state level, with some of the awards being given to multiple chapters totaling 30 awards college-wide
- OCC's Automobile Servicing Program successfully achieved national accreditation in Automobile Service Technology by the ASE Education Foundation
- Once again, OCC's Finance Department was awarded the Distinguished Budget Award for budget and financial planning from the Government Finance Officers Association (GFOA)
- Six Culinary community education classes will be taught by faculty chefs this summer, covering such topics as grilling, food & wine pairing, and summer salads
- OCC's Virtual Commencement is scheduled for June 12 at 10 a.m., with a car parade to follow at the Orchard Ridge Campus
- OCC was featured in the media with the Chancellor being interviewed on WWJ.950, articles appearing in *The Farmington Voice*, *The Oakland Press*, *The Detroit News*, and *C&G Newspapers*, as well as a student story on WXYZ channel 7
(Report on file)

6. MONITORING REPORT – no report

7. ACTION ITEMS

7.1. Budget and Financial Forecast Fiscal Years Ending 2022-2026

D – ACTION

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 2022-2026.

Ms. Oszust addressed the following topics:

- Operating revenue
- Revenues – tuition and fees
- Enrollment projection
- Operating expense
- Budget and financial forecast summary

Ms. Remias discussed:

- Capital budget
- Campus facility projects

- Future plans:
 - Provide a balanced budget and fiscally responsible financial forecasts
 - Address deferred maintenance and infrastructure improvements on all campuses
 - Coordinate spending increase with our Strategic Plan
 - Maintain our focus on the College Mission of “empowering our students to succeed and advancing our community”

Trustee Anderson MOVED the Board of Trustees approve the General Appropriations Act for the 2021-2022 fiscal year. Trustee Gibson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

7.2. 2021-2022 Tax Levy of Operating Millage

E – ACTION

Trustee Bertolini 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 Anderson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

7.3. Appointment of Audit Committee Member

Trustee Davis MOVED the Board of Trustees approve John McCulloch to serve as the community member to the OCC Audit Committee. Trustee Anderson seconded.

Trustee Bertolini suggested we should look into getting some new, diverse leaders.

Ms. Remias explained this vacancy occurred the beginning of the year when Audit Committee member Michael Carroll retired after having served five years. The requirements to serve on the committee consist of a business background and that the individuals lives or works in Oakland County. Occasionally, an Audit Committee vacancy announcement is published, and Ms. Remias will be glad to do so in the future.

Trustee Davis voiced that Mr. McCulloch knows the college very well having served in the capacity of a Board member, Chair, and a member of the Audit Committee.

Trustee Gibson inquired if Mr. McCulloch would fill the remainder of Mr. Carroll’s term or is this a new term. Ms. Remias stated the Audit Committee terms are two years, with anyone serving three two-year terms having to step down thereafter. Mr. McCulloch would be serving a two-year term.

Trustee Davis called the question.

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

NAYS: None

Motion Carried

8. INFORMATION ITEMS

CONSENT CALENDAR – INFORMATION ITEMS

As there was no separate discussion called for Information Items 8.1 through 8.5 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: Anderson, Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

8.1. Finance Quarterly Report	C - INFORMATION
8.2. College Facilities Quarterly Report	D - INFORMATION
8.3. Information Technology Quarterly Report	E - INFORMATION
8.4. OCC Foundation Quarterly Report	F - INFORMATION
8.5. Strategic Plan Update (Reports on file)	G - INFORMATION

END OF CONSENT CALENDAR – INFORMATION ITEMS

Chair Jackson asked for a motion to move into closed session, pursuant to MCL 15.268(c), to receive an update on labor negotiations. Trustee Gibson so MOVED, and Trustee Bertolini seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 7:23 p.m.

The Board returned to open session at 8:08 p.m.

9. BOARD COMMENTS

Trustee Bertolini said she missed everyone, and was glad to be back.

Trustee Bryant thanked Public Safety for their assistance this evening.

Chair Jackson noted that this year’s Garden Party is once again cancelled due to COVID. She announced that so far the Board of Trustees has contributed \$2,500 to the Foundation for this event. Individuals may donate by going to the OCC Foundation webpage, with gifts being matched through June 30.

10. ADJOURNMENT

Chair Jackson asked for a motion to adjourn. Trustee Anderson so MOVED, and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

Chair Jackson adjourned the meeting at 8:11 p.m.

Cherie A. Foster

Date

Pamela S. Jackson, Chair

Susan Gibson, Secretary