



**BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

May 17, 2022

**Oakland Community College
Auburn Hills Campus G240
2900 Featherstone Road
Auburn Hills, Michigan**

1. CALL TO ORDER

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

2. ATTENDANCE

Present:

Pamela S. Jackson, Chair
Kathleen A. Bertolini, Vice Chair
Susan Gibson, Secretary
Shirley J. Bryant, Trustee
Pamala M. Davis, Trustee

Absent:

Susan E. Anderson, Treasurer
Christine M. O'Sullivan, Trustee

3. APPROVAL OF AGENDA

Chair Jackson noted that the Board has a revised agenda before them editing the years noted on Action Item 7.1 to read 2023-2027 and Action Item 7.2 to read 2022-2023. That being stated, Chair Jackson asked if the trustees had any items to add or remove from the revised agenda. There being none, Trustee Davis MOVED to approve the revised agenda, and Trustee Bryant seconded.

AYES: Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

4. APPROVAL OF MINUTES

4.1. February 15, 2022 Regular Meeting Minutes

A – ACTION

Trustee Gibson MOVED to approve the February 15, 2022 Regular Board Meeting Minutes. Trustee Bertolini seconded.

AYES: Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

4.2 April 23, 2022 Special Board Meeting Minutes

B – ACTION

Trustee Bryant MOVED to approve the April 23, 2022 Special Board Meeting Minutes. Trustee Gibson seconded.

AYES: Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments – none

5.2. Student Government Report

Orchard Ridge Dean of Student Services Robert Spann introduced Student Government Representative Samantha Vuktilaj. Ms. Vuktilaj, who is Vice President of Leadership for PTK, 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:

- A number of academic policies and procedures have been delivered to the college as recommendations
- A Diversity, Equity, Inclusion, and Justice Statement for inclusion with all faculty syllabi has been approved
- Issues being worked on by Distance Learning Subcommittees:
 - Continue to work on the Hyflex class delivery modality
 - Investigating the results of the Honorlock anti-cheating software pilot and to evaluate other measures OCC can take to ensure a minimum of cheating in the online sections
- The Senate worked with Bobbie Remias and Bob Kelly to improve communications about facilities and maintenance issues campus-wide
- The Senate has passed a number of items that emerged from the Academic Standards Committee:
 - A Standards Committee Handbook
 - An updated policy on religious observances and attendance/classwork
 - In process – a fully revised policies and procedures document for encouraging and enforcing academic honesty at OCC
- The SOAC Committee continues to work on the new assessment process slated to begin next year including:
 - A new software reporting package
 - Changes to how faculty assess and report their results
 - Faculty entering their own section-by-section data, which will also be available for aggregation
 - New positions called Assessment Mentors have been created to facilitate this process
- Moving forward with the next HLC report and visit, Criterion committees have been formed and various senate leaders are working as faculty co-leads

- In April the campuses each elected a new slate of senators and campus officers for next year, and the College Senate re-elected Valerie Emanoil as Vice Chair, Robyn Tennison as Secretary, and John Mitchell as Chair for next year

5.3.2. Provost Update

Provost Jennifer Berne thanked the Board for their support of academics in 2021-2022. She said while there were certainly challenges, there were also moments of great collaboration and student support.

Dr. Berne noted the following:

- ATG trained 175 full-time and 188 adjunct faculty in the six week course on Best Practices in Online and Hybrid Teaching and Learning and are creating an advanced course
- We had a successful New Faculty Academy, including engaging new faculty in a course on culturally responsive pedagogy and matching each one with an experienced faculty mentor
- 5 Programs, 7 disciplines, and 2 GEO's went through formal review
- 104 faculty participated in Professional Inquiry Projects
- An adjunct faculty advisory board was formed, complete with by-laws
- The Distance Learning Committee developed a transparent process for online program development
- A testing center opened at Orchard Ridge, and one is preparing to open at Auburn Hills this summer
- New courses, programs and certificates went through CIC
- Our student success facilitators and faculty fellows engaged across many projects and worked with many faculty members in the interest of teaching excellence
- Faculty received individual, course-level data to be used for continuous improvement
- 55 apprentices and 75 pre-apprentices moved through our workforce division
- High School and OCC faculty collaborated to "Bridge the Gap"
- Co-requisite coursework in English and math helped students accelerate their progress

Dr. Berne concluded that the manifestation of many of these achievements will be seen as our students walk across the stage at commencement. She added this is a joyous time of year for our graduates, their families, and everyone who has contributed to the success of our students.

5.4. Chancellor's Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
 - Carmen White, Employee Relations Manager
 - Pheanda Travis, Student Services Specialist
 - Kelsea Solo, International Student Advisor
 - Brook Domangue, Student Financial Resources and Scholarships Secretary
 - Benjamin Polidan, Custodian
 - Eric Lofquist, Foundation Director of Development
- The following retirees were recognized for their years of service:
 - John "Matt" Wells, Public Safety Officer - 20 years
 - Alex Bezvik, Technical Webmaster - 21 years
 - Sandra Thomas, Programmer Analyst - 17 years
 - Debra McGuire, Custodian - 10 years
 - Russell Karman, Chief, Campus Faculty Operations – 44 years
 - Doug Kolly, Paralegal Program Coordinator – 32 years

- Employer of Choice – Outstanding People
 - English Faculty member David James penned 51 poems in his latest book “*Alive in Your Skin While You Still Own It*”
 - Student Services Dean Stacey Crews was selected as a 2022 *Michigan Chronicle* Women of Excellence Honoree
 - ESL Faculty member Sarah Lemelin was selected for a Fulbright-Hays seminar in Norway
 - Librarian Darlene Johnson-Bignotti received statewide recognition of a Best Transcript Award from the Michigan Research Help Now (RHN) virtual cooperative
 - Director of Diversity, Equity, Inclusion and Justice Kristina Marshall has been appointed to the Royal Oak Human Rights Commission Task Force
 - Director of Government and Community Relations Eunice Jeffries was appointed by the City of Farmington Hills to serve on the Farmington Hills Economic Development Corporation
- College of Choice – OCC Student Success
 - OCC’s Women’s Basketball Team qualified for the National Junior College Athletic Association (NJCAA) Division II National Tournament
 - Mellissa Lewis is a finalist for the Jack Kent Cooke Scholarship
 - Lakisha Dumas was chosen to present for the Undergraduate Conference in Philosophy at EMU
 - Phi Theta Kappa Chapters earn 2022 National Rewards
- College of Choice – Outstanding Programs - Foundation
 - OCC was invited to testify at two State of Michigan committee hearings
 - OCC’s Culinary Competition Team won many Foodtastic Awards
- College of Choice – Events
 - OCC students awarded cash prizes in first-ever Juried Art Exhibition
- Guest –Chancellor Provenzano introduced MCCA President Brandy Johnson. Ms. Johnson provided some background on herself, as well as an update of current happenings at MCCA and with the legislature. Lastly, she was pleased to announce that OCC faculty member Claude Townsend will be awarded the 2022 Outstanding Faculty Award at the MCCA Summer Conference in July.
(Report on file)

6. MONITORING REPORT - none

7. ACTION ITEMS

7.1 2023-2027 Proposed Budget and Financial Forecast

C – 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 2023-2027. They were pleased to announce that OCC once again won the Distinguished Budget Presentation Award for Fiscal Year Beginning July 1, 2021 from the Government Finance Officers Association.

Ms. Oszust addressed the following topics:

- Operating revenue
- Revenues – tuition and fees
- Enrollment – credit hour projection
- Operating expenses and transfers
- Budget and financial forecast summary

Ms. Remias discussed:

- Headwinds: inflation costs, global uncertainties/energy costs, and post-pandemic student expectations; i.e. greater demand for online classes and technology needs resulting in increased costs
- Capital budget
- Campus facility projects
- Future plans:
 - Provide a balanced budget and fiscally responsible financial forecasts
 - Address deferred maintenance and infrastructure improvements on our 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”
 - Strategize opportunities for enrollment growth, including dual enrollment and increased online offerings

Trustee Davis MOVED the Board of Trustees approve the General Appropriations Act for the 2022-2023 fiscal year. Trustee Bryant seconded.

ROLL CALL VOTE:

AYES: Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

7.2 2022-2023 Tax Levy of Operating Millage

D – ACTION

Trustee Gibson 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 Bertolini seconded.

ROLL CALL VOTE:

AYES: 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 Bertolini so MOVED, and Trustee Bryant seconded.

AYES: 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
8.5. Strategic Plan Update
(Reports on file)

F - INFORMATION
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: Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

The Board went into closed session at 7:11 p.m.

The Board returned to open session at 7:46 p.m.

9. BOARD COMMENTS

Trustee Davis stated it was a good meeting.

Trustee Bertolini said we have some interesting times ahead, but she feels confident that with our staff and team we will be able to navigate it well.

Chair Jackson acknowledged that various trustees have been able to attend or will be attending recent community events and graduations. She also announced that Garden Party donations are being accepted through June 30 to those who would like to donate. Lastly, she thanked everyone for tonight's wonderful presentations.

10. ADJOURNMENT

There being no further business, Chair Jackson asked for a motion to adjourn. Trustee Davis so MOVED, and Trustee Bryant seconded.

AYES: Bertolini, Bryant, Davis, Gibson, Jackson

NAYS: None

Motion Carried

The meeting adjourned at 7:50 p.m.

Cherie A. Foster

Date

Pamela S. Jackson, Chair

Susan Gibson, Secretary

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