



**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES - REVISED**

**October 18, 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 E. Anderson, Treasurer  
Susan Gibson, Secretary  
Shirley J. Bryant, Trustee (arrived 6:14 p.m.)  
Pamala M. Davis, Trustee

Absent:

Christine M. O'Sullivan, Trustee

**3. APPROVAL OF AGENDA**

Chair Jackson asked if there were any items to add or remove from the agenda. There being none, Trustee Gibson MOVED to approve the agenda, and Trustee Bertolini seconded.

AYES: Anderson, Bertolini, Davis, Gibson, Jackson

NAYS: None

Motion Carried

**4. APPROVAL OF MINUTES**

4.1. September 24, 2022 Special Meeting/Retreat Minutes

**A – ACTION**

Trustee Anderson MOVED to approve the September 24, 2022 Special Meeting/Retreat Minutes. Trustee Davis seconded.

AYES: Anderson, Bertolini, Davis, Gibson, Jackson

NAYS: None

Motion Carried

4.2 September 24, 2022 Closed Session Minutes

**B – ACTION**

Trustee Bertolini MOVED to approve the September 24, 2022 Closed Session Minutes. Trustee Anderson seconded.

AYES: Anderson, Bertolini, Davis, Gibson, Jackson

NAYS: None

Motion Carried

## 5. COMMUNICATIONS

### 5.1. Community Comments

Mark Sackett, an elementary teacher in Troy, spoke to the Board regarding adding baseball to its Athletics Program. He is suggesting the team could then join the baseball league that plays in Royal Oak at the Memorial Park, of which he is team president.

### 5.2. Student Government Report

Heidi Renton, Student Engagement Coordinator at the Auburn Hills and Highland Lakes Campuses, introduced Mark Haaseth. Mr. Haaseth, who is PTK President at the Royal Oak Campus, 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 College and Campus Senates are back to work and had a Senate first in September when they had a “Hyflex” Senate meeting – both face-to-face at the Auburn Hills Campus and via Zoom to the rest of the college community.
- Revision of the Course Modality definitions – Face-to-Face, Online (synchronous and asynchronous), Hybrid and Hyflex courses to be voted on at the October 27 meeting.
- Exploration of ways to upgrade the course comments that are attached to courses in the schedule of classes to make them more visible and clear to students.
- Revision of the Senate Constitution.
- Reformation of the College Syllabus System (to include syllabus software and public-accessible syllabi to enhance transferability).
- Revision of the Academic Honesty Policy to better reflect current issues in cheating and plagiarism and a more effective means of tracking repeat offenders.

#### 5.3.2. Provost Update

Dr. Jennifer Berne provided the Provost update. Some of the topics she covered included:

- OCC has contracted with eLumen, a provider of assessment and curriculum software, and are currently in the IT implementation phase. We anticipate being able to train faculty in use of the tool sometime in Winter term. The software will allow faculty to enter assessment results for each student in each section and interact with a dashboard, so they can compare learning by outcome in their own sections over time and identify areas for improvement.
- Today OCC hosted 175 middle school students at the Auburn Hills Campus, touring the Engineering, Manufacturing and Industrial Technology/EMIT and Public Services at CREST areas to provide them awareness and insight into these career areas. Thank you to Lola Banks, Admissions, EMIT and CREST for facilitating these tours.

- 75-80 community college mathematics faculty from across the state attended the annual MICHMATYC (Michigan Mathematical Association of Two-Year Colleges) conference at OCC. This was the first face-to-face conference since 2019. The keynote speaker, Kathleen Almy, CEO and founder of Almy Education, gave the keynote address on “Modernizing the Math Curriculum in the First Two Years of College.” Several OCC math faculty – Jeff Parent, Barbie Hoag, Janet Peart, and Julie Gunkelman – gave presentations, along with Michael Robinson of the ASC.
- We have gone through curricular updates in, among other disciplines, ECE, MH/SW, MATH, FFT
- ACEN visited OCC during the last week of September, with our nursing program getting a clean bill of health from the ACEN accreditors. OCC was cited for two elements of excellence: our commitment to the support of new nursing faculty and our NCLEX pass rates.
- Our Teaching and Learning Center has been busy helping faculty adjust to post-pandemic technology opportunities by holding trainings, faculty support sessions, and sponsoring COP’s. Communities of Practice are informal gatherings of faculty who wish to study a topic. Among the options this fall:  
classroom escape rooms, effective use of whiteboards, engaging our students, upgrading, using technology to enhance group work, diving into online instruction, Global Competency Certificate, cultural competency collaboration, and many others. These are facilitated by faculty and academic staff.
- In support of the College’s initiative to increase the number of online programs, the Academic Technology Group has been working diligently to prepare faculty to develop and teach online classes. To date, 460 participants have successfully completed the 6-week training program (201 full-time, 249 adjunct, and 10 staff). New cohorts are offered each semester.

#### 5.4. Chancellor’s Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
  - Michael Kuck, Desktop Support Specialist
  - Gregg Phelps, Web Technical Strategist
  - William Shadwell, PSO
  - Caitlin Zachow, Paraprofessional (Art)
  - Neal Bieszke, CAD & Engineering Technology Faculty
  - Randolph Blichok, Custodian
  - Shawna Boomgaard, Social Sciences Faculty
  - Erica Brown, Nursing Faculty
  - Melvin Chapman, Psychology Faculty
  - Alissa Donkerbrook, Medical Assisting Faculty
  - Katherine Homant, Early Childhood Education Faculty
  - Kimberly Hurns, Vice Chancellor for Student Services
  - Tommy Hutcherson, Custodian
  - William Johnston, Custodian
  - Alexander Korkizko, Custodian
  - Eboni Mathis, Business Administration Faculty
  - Ryan Pacheco, Physics Faculty
  - Delaney Pfister, Biology Faculty
  - Daniel Rodriguez, Criminal Justice Faculty
  - Erica Sobolewski, EMS Technology Faculty
  - Alisha Venters, Nursing Faculty
  - Roxana Zuniga, Spanish Faculty
  - Samantha Cronk, Custodian

- Terrence Foster, Superintendent Buildings/Grounds
- David Filipski, Programmer Analyst
- Henry Schropshire, Facility Technician
- The following retirees were recognized for their years of service:
  - John Brooks, Paraprofessional – 27 years  
John attended the meeting and thanked everyone. He enjoyed his time here at OCC.
  - Allan Gibson, Groundskeeper – 35 years
  - Lori Przymusinski, Vice Chancellor for Student Services – 21 years
  - Steven Ogg, Athletics Coordinator – 42 years  
Steven attended the meeting with his wife, who also worked at OCC. He noted all of his children attended OCC. He thanked everyone, and stated it was the best job he could have ever had.
  - Rodney Roberts, Facility Technician – 20 years
  - Diann Dupuis, Administrative Assistant – 20 years  
Diann attended the meeting and commented her job at OCC was her longest term of employment. It was a pleasure working here for the past 20 years.
  - Thomas Dzendzel, PSO – 10 years
  - Dawn Baker, Nursing Faculty – 13 years
  - Beth Garlock, Faculty Counselor – 10 years
  - Judy Hayes, Medical Assisting Faculty – 16 years
  - Mary-Jo Lord, ACCESS Coordinator – 30 years
  - Willie Shells, Custodian – 13 years
  - Susan Spelker, Accounting Specialist I – 15 years
- Employer of Choice – Outstanding People
  - Claude Townsend, Automobile Servicing, Engineering, Manufacturing and Industrial Technologies Faculty, received the 2022 Faculty of the Year Award by the Michigan Community College Association
  - Cam Berrier, Welding Technology Faculty, was recognized by the American Welding Society as the recipient of the District 11 Annual Educator Award
- College of Choice – Student Success
  - OCC Foundation received \$10,000 from the Novi Police and Fire Benevolent Association to establish the Novi Police and Fire Scholarship
  - OCC student Caleb Keilen received the Reserve Organization of America scholarship
  - Returning OCC student Rosiland Townes was selected as one of 15 students nationwide to be accepted into the highly competitive Critical Language Spark Program for the study of Arabic
  - New Certified Nursing Aide Program
  - Successful accreditation of Associate Degree Nursing Program
- College of Choice – Outstanding Programs
  - Three Government Finance Officers Association (GFOA) awards received:
    - Annual Financial Report Financial Certificate of Excellence
    - Outstanding Achievement Award for Popular Annual Financial Report
    - Distinguished Budget Presentation Award (special recognition to Institutional Effectiveness for outstanding ratings related to Strategic Goals & Strategies)
    - Triple Crown designation
- College of Choice – OCC Student Success
  - A comprehensive online gallery with high quality images of all campus artworks is now available online
  - A new Certified Nursing Aide Program, with free training at Southfield Ascension Providence Hospital, is now available to qualified individuals interested in helping

patients with daily activities that may be difficult for them due to disease, injury or disability. CNAs are in high demand at hospitals, rehabilitation centers, home care, and short- and long-term living facilities.

- OCC nursing faculty and staff earned a successful reaccreditation of its Associate Degree Nursing Program by the Accreditation Commission for Education in Nursing (ACEN)
- College of Choice – Events
  - Accessibility Empowerment Day – hosted last month by the DEIJ Department, employees learned more about the efforts of providing an accessible, usable, and welcoming environment at OCC
  - OCC Team Inclusion walked in the NAMIWalks Your Way 2022 to demonstrate support for mental health initiatives
  - The Detroit Economic Club for the first time held an event at OCC. Approximately, 170 people attended to hear Jay Timmons, President and CEO of the National Association of Manufacturers speak. Tours of OCC’s Advanced Manufacturing and Skilled Trades Facilities were provided to attendees.
- College of Choice – OCC in the Media
  - As always, numerous media coverage in the press and online (Report on file)

#### 5.5. Board of Trustees Self-Evaluation

There was no discussion regarding the Board’s Self-Evaluation presented at the September 24 Special Meeting/Retreat.

## 6. MONITORING REPORT

### 6.1 Summer 2022 Monitoring Report

C – INFORMATION

Chief Strategy Officer Dr. Steven Simpson commented as we look tonight at the numbers and institutional performance, 2021-2022 was a challenging year in terms of enrollment, credit, and transition to post-covid learning. We do start to see a positive result in the numbers to changes we made in that year. As we look at the state-wide data, the environment in community colleges still remains challenging. However, this data also shows that OCC continues to outperform its peers.

Dr. Simpson then turned the presentation over to IE Project Manager Kristin Carey-Li, who presented the Summer 2022 Monitoring Report to the Board. Some of the topics addressed included:

- Board Ends
- Summer KPIs
- Enrollment Trends
- Strategic Focus: Double Graduation – How to Get There
- Strategic Action Projects
- OCC Online Degrees and Certificates
- Michigan Community Colleges Peer Comparison
- Financial Reporting Awards – Seventh Consecutive Year for OCC

Trustee Davis MOVED to receive and file the Summer 2022 Monitoring Report. Trustee Bryant seconded.

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

NAYS: None  
(Report on file)

Motion Carried

## 7. ACTION ITEMS

### 7.1 Board of Trustees 2023 Regular/Special Meeting and Conference Schedule D – ACTION

Chair Jackson asked for a motion for the Board of Trustees to approve the January to December 2023 Board of Trustees Regular/Special Meeting and Conference Schedule proposed to the Board. Trustee Bertolini so MOVED, and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

## 8. INFORMATION ITEMS

### 8.1 2021-2022 Annual Audit E – INFORMATION

Vice Chancellor for Administrative Services Bobbie Remias stated she will be addressing the 2021-2022 annual audit. She noted from many vantage points, including an accounting perspective, this was a year of change requiring extensive flexibility with rising interest rates and market volatility. We are coming out of pandemic quarantine and are finding our student expectations have changed. OCC is trying to provide a variety of learning modalities, including our services to students. Our goal is to try to serve our students where they are and how they want to be serviced.

Ms. Remias recognized and thanked Controller Sharon Converse and her team in Financial Services for their hard work. She stated it certainly “takes a village” to consistently receive good audit reports, and Sharon’s team provides the leadership necessary for the Administrative Services team, as well as all the departments at OCC to effectively manage their budgets throughout the year.

Ms. Converse talked about a few numbers that were significant, but somewhat out of our control this year. With interest rates rising, we experienced an unrealized loss on our books. Although, we hold everything until maturity, there is currently a \$29 million dollar unrealized loss at this time. At the same time, we had unfunded liability for pension, and it actually went down for the first time in a long time. So, both of those numbers made our financials swing up and down somewhat cancelling out each other. She noted Building C is the first building we’ve constructed since 2010. Ms. Converse concluded by encouraging everyone to read the budget, the ACFR, and the annual report, which will be posted by November 15, and can be found at the transparency icon at the bottom of the OCC main webpage.

Ms. Remias stated that at a time when other institutions are cutting expenses and pausing building projects, OCC is forward thinking and planning in advance a long-term financial strategy and are also investing in ourselves with the new buildings that we are looking at. She is very proud of the work that has been done as it takes a tremendous amount of planning and effort.

Ms. Remias then introduced our auditors from Plante Moran: Dana Coomes – Partner, Steve Bondar – OCC’s audit manager, and Marisa Koppel our auditor in charge who was unable to attend this evening. Ms. Coomes was pleased to report that OCC received an unmodified opinion, which is the best one can receive in an audit, and went on to say there were no audit adjustments identified.

Mr. Bondar stated things turned out very well with the Federal awards audit. We look at key internal controls for financial reporting at the college, as well as the colleges and clients with laws and regulations that govern the administration of Federal awards. We have no non-compliance issues to report. As part of the Federal awards audit, we also look at the expenditure of Federal awards, which this year totaled \$51.7 million based on Federal guidelines. We were required to test the HEERP program, the Higher Education Emergency Relief Fund that was provided to the college to offset the impact of the COVID pandemic. Mr. Bondar was pleased to report they did not have any findings as a result of their audit procedures.

Ms. Remias thanked the Audit Committee members, who include Committee Chair Susan Anderson, Pamela Jackson, Christine O’Sullivan, Helen Kieba-Tolksdorf, Steve Doil, Tina Kostiuk, and John McCulloch.

Audit Committee Chair Anderson congratulated and thanked the team, noting they did a great job as usual and everything went very smoothly. She stated the Audit Committee recommends the Board of Trustees accept these financial documents.

Trustee Anderson MOVED the Board of Trustees receive and file the 2021-2022 Annual Audit. Trustee Davis seconded.

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

NAYS: None  
(Report on file)

Motion Carried

Chair Jackson asked for a motion to move into closed session, pursuant to MCL 15.268(a), for the purpose of discussing the Chancellor’s evaluation. Trustee Gibson so MOVED, and Trustee Bryant seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 7:19 p.m.

The Board returned to open session at 8:16 p.m.

## 9. BOARD COMMENTS

Chair Jackson presented trustees Anderson and Bertolini with five-year service pins that the MCCA awarded at their summer conference in July. Both trustees have served on OCC’s Board for six years.

Chair Jackson unveiled a piece of artwork that was donated to OCC by Stephanie Charvat Lawrence. The picture depicts an excavator. Ms. Lawrence’s father, Leo Mercer Charvart, studied painting and design at the Art Institute of Chicago and was also an instructor there.

## 10. ADJOURNMENT

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

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

NAYS: None

Motion Carried

The meeting adjourned at 8:21 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.