



**OAKLAND COMMUNITY COLLEGE®**

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## **BOARD OF TRUSTEES**

### **SPECIAL MEETING AGENDA**

**The Special Meeting of the Board of Trustees of Oakland Community College will be held on Tuesday, January 10, 2023, 6:00 p.m., at the Auburn Hills Campus, Room G240, 2900 Featherstone Road, Auburn Hills, Michigan.**

#### **AGENDA**

**1. CALL TO ORDER**

**2. ATTENDANCE**

**3. ELECTION OF OFFICERS**

- Chair
- Vice Chair
- Secretary
- Treasurer

**4. APPOINTMENT TO STANDING COMMITTEES**

- Board Policy Review (currently Shirley Bryant, Susan Gibson, and Pamela Jackson)
- Chancellor Evaluation (currently Kathleen Bertolini and Pamala Davis)

**5. COMMUNITY COMMENTS**

**6. ADJOURNMENT**

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



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**BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA**

The Regular Meeting of the Board of Trustees of Oakland Community College will be held on Tuesday, January 10, 6:00 p.m., at the Auburn Hills Campus, Room G240, 2900 Featherstone Road, Auburn Hills, Michigan.

**AGENDA**

**1. CALL TO ORDER**

**2. ATTENDANCE**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

4.1 November 15, 2022 Regular Meeting Minutes

**A – ACTION**

4.2 November 15, 2022 Closed Session Minutes

**B – ACTION**

**5. COMMUNICATIONS**

5.1. Community Comments

5.2. Student Government Report

5.3. Academic Report

5.3.1. Academic Senate Update

5.3.2. Provost Update

5.4. Chancellor's Comments

**6. MONITORING REPORT – no report**

**7. ACTION ITEMS - none**

**8. INFORMATION ITEMS – none**

**9. BOARD COMMENTS**

**10. ADJOURNMENT**

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**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
November 15, 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. She informed the Board that unfortunately Chancellor Provenzano contracted COVID, and will not be in attendance this evening.

**2. ATTENDANCE**

Present:

Pamela S. Jackson, Chair  
Kathleen A. Bertolini, Vice Chair  
Susan E. Anderson, Treasurer  
Susan Gibson, Secretary  
Shirley J. Bryant, Trustee  
Pamala M. Davis, Trustee  
Christine M. O’Sullivan, Trustee (arrived 6:04 p.m.)

Absent:

None

**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 Anderson seconded.

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

NAYS: None

Motion Carried

**4. APPROVAL OF MINUTES**

4.1. October 18, 2022 Regular Meeting Minutes

**A – ACTION**

Chair Jackson reviewed two edits that were made to page 6 of the meeting minutes under 8.1, paragraph 3. She then asked for a motion to approve the October 18, 2022 Revised Regular Meeting Minutes. Trustee Bertolini so MOVED, and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

#### 4.2 October 18, 2022 Closed Session Minutes

#### B – ACTION

Trustee Gibson MOVED to approve the October 18, 2022 Closed Session Minutes. Trustee Bryant seconded.

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

NAYS: None

Motion Carried

### 5. COMMUNICATIONS

#### 5.1. Community Comments

Jennifer Craft, Communications and English faculty member, spoke to the Board about a recent experience in her English as a Second Language class. She noted there are 19 students in her class from 11 countries speaking 9 different languages. Their age range is from 18 to 43, and their educational experience is from high school graduates to professional degrees and careers. The goal is for the students to learn English to make their lives better for themselves and their families. Ms. Craft cited several examples of the hardships these students face or have faced, such as being jailed in their country, escaping their country from war, family health needs, and serving as an interpreter for family members who do not know English. Our classrooms are not only a foundation for learning, but for providing relationships that can see these students through hard times and beyond.

#### 5.2. Student Government Report

Brenda Lowery, Student Engagement Coordinator at the Orchard Ridge/Royal Oak/Southfield Campuses, introduced Katie Paille. Ms. Paille, current Student Government President for the 2022-2023 academic year, 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 their recent work included:

- Approval of new course modality definitions:
  - INP: In person class (face to face)
  - ONL: Fully online and asynchronous class
  - VL: Virtual live course is online, but synchronous on Zoom
  - HYB: Hybrid course with a particular mix of online and in-person methods
  - FLX-L: Flexible live course meets in person with option to Zoom instead
  - FLX-O: Flexible online course meets in person, but also allows Zoom attendance AND the option to take the course asynchronously as well
- The Ad Hoc Syllabus Reform Committee will be recommending at the December meeting that the College should begin the bidding process to acquire a Syllabus Software package that will allow all courses to have Outward facing syllabi available for public viewing and to allow many policies and information pieces to be automatically added and updated in every syllabus.
- The Senate will also be voting in December on revised language to be included in syllabi about ADA accommodations and support through the ACCESS offices.

### 5.3.2. Provost Update

Associate Provosts Joe Petrosky and Jolene Chapman reported in Dr. Berne's absence.

Joe Petrosky wished everyone a happy National Apprenticeship Week. This weeklong celebration allows labor and business leaders, educational institutions, career seekers and other partners to demonstrate support for apprenticeships in preparing a highly-skilled, diverse workforce to meet the talent needs of employers and to train Americans for good-paying jobs across multiple industries. OCC has participated in the following events this week:

- Oakland County Michigan Works! (Nov 15) on "Launching a Registered Apprenticeship Program Employer Workshop"
- Hosting an Employer and Apprentice event (Nov 16) for our companies and apprentice students
- Hosting (Nov 17) in-person information sessions for:
  - Medical Assistant Registered Apprenticeship opportunity (Highland Lakes)
  - Skilled Trades Pre-apprenticeship program and opportunity (Auburn Hills)

Later this month (Nov 28th), we will also be hosting the Iron Workers Local 25 for an articulation signing that makes transferring easier between both programs for students and apprentices.

On November 4, the Oakland Fire Training Institute held a graduation ceremony for the 70th class of their Basic Fire Academy. Thirty-two students graduated, and Deputy Chief Daniel Brown-Martinez of the Toledo Fire Department was the guest speaker.

Also on November 4, Provost Jennifer Berne and faculty member Mary Ann McGee hosted a Faculty Chair Retreat. It was a productive morning with great discussion, planning, and action to further enhance and improve the collaboration and communication on the key work chairs do, including scheduling, budgeting, and hiring.

Jolene Chapman reported on the following:

Infosilem Update – We are making strides on the new scheduling platform, which is designed to automate our academic scheduling process. We have an awesome Implementation Team that has participated in three multiple-day training sessions since July. There is a lot of data that we must upload and information that we must input before the platform will work for us, so we're in the process of doing that now. The expectation is that we will go live with the platform in October of 2023 for the 2024-2025 academic schedule.

Dual Enrollment – We currently have about 800 dual enrolled students. Ideally, we should have several thousand. We are putting together a framework, and are inviting ourselves to visit each district to talk with every superintendent, principal, and/or counselor in our service district. We're doing a lot of listening and asking them how we can work with them to increase the dual enrollment population, which aligns with the State's 60x30 goal and the County's 80x30 goal. We are planning information sessions, both in person and via zoom, for high school students and parents. We recognize that dual enrollment can be confusing and maybe a little scary, particularly for first-generation college students. We will be sure to keep you posted on our efforts related to dual enrollment.

### 5.4. Chancellor's Comments - none

### 5.5. Clery Act and Security Report

Chief of Public Safety Paul Matynka presented OCC's 2021 Department of Public Safety Annual Security Report, which is provided annually to all employees, students, and the community. He was proud to report there were no major Clery crimes for 2021; i.e., murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, or arson. He was also pleased to report there were no hate crimes (which includes incidents of bias such as race, gender, religion, sexual orientation, ethnicity, disability, gender identity, and national origin) reported for 2019, 2020, and 2021. There were no reported incidents of violence against women. There were also no discipline referrals to the college for alcohol, drug, or weapon offenses.

He also noted the Coronavirus impacted the crime states as not everyone was on campus for part of the year.

Chief Matynka expressed his appreciation for the training and supplies Public Safety receives to make their jobs easier, as well as the trust the community has in their department. This enables Public Safety to hire talented staff to join his existing dedicated team.

Trustee Bertolini MOVED to receive and file the report, and Trustee Gibson seconded.

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

NAYS: None  
(Report on file)

Motion Carried

### 5.6. College Update – no report

## 6. MONITORING REPORT – no report

## 7. ACTION ITEMS

### 7.1 Board of Trustees' Authorization for Sale of OCC District Office

C – ACTION

Chair Jackson asked for a motion for the Board of Trustees to authorize Administration to sell its District Office property, located at 2480 Opdyke Road, Bloomfield Hills, Michigan. Trustee Bryant so MOVED, and Trustee Gibson seconded.

Trustee Davis inquired as to what the cost would be to renovate the building, what are the property restrictions, and who are the realtors? Vice Chancellor for Administrative Services Bobbie Remias addressed these questions. She noted that the cost to fix the building would be two to three times the value of the building. It would basically entail gutting the building. Restrictions include such items as not allowing to build above the existing structure or to the side of the building, as well as parking restrictions. Lastly, Ms. Remias indicated we did not wish to go through a broker, but with someone who can work as an advisor to deal with the college and the community. Although, a formal RFP was not done, we did go through the bidding process.

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

NAYS: None

Motion Carried

## 8. INFORMATION ITEMS

Chair Jackson asked that item 8.2 College Facilities Report be removed from the Consent Calendar for further discussion.

### CONSENT CALENDAR – INFORMATION ITEMS

As there was no separate discussion called for Information Items 8.1 and 8.3 through 8.5 on the Consent Calendar, Chair Jackson asked for a motion to receive and file these reports. Trustee Davis so MOVED, and Trustee Bryant seconded.

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

NAYS: None

Motion Carried

8.1. Finance Quarterly Report

D - INFORMATION

8.3 Information Technology Quarterly Report

F – INFORMATION

8.4 OCC Foundation Quarterly Report

G - INFORMATION

8.5 Strategic Plan Update

H - INFORMATION

(Reports on file)

### END OF CONSENT CALENDAR – INFORMATION ITEMS

8.2 College Facilities Quarterly Report

E- INFORMATION

Executive Director of Facilities Operations Bob Kelly addressed questions from Chair Jackson regarding various line items, including the renovation of Building C, J, and L at the Orchard Ridge Campus; Auburn Hills Campus Building C; as well as proposed renovations at the Highland Lakes Campus.

Chair Jackson asked for a motion to approve item 8.2 College Facilities Quarterly Report. Trustee Gibson so MOVED, and Trustee O’Sullivan seconded.

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

NAYS: None

Motion Carried

Trustees Davis, Bryant, and Chair Jackson thanked Trustee Anderson for her time on the Board. They cited her dedication not only to the Board meetings, but to the time she spent with the Audit Committee the past six years, as well as her work with the trustees on the Chancellor’s recent contract. They noted she will be missed.

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 Anderson so MOVED, and Trustee Gibson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 6:55 p.m.

The Board returned to open session at 7:19 p.m.

Trustee Anderson MOVED to give the Chancellor a retention bonus equal to his performance bonus. Trustee Gibson seconded.

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

NAYS: None

Motion Carried

Chair Jackson asked for a motion to authorize Trustee Anderson to implement the Board's Chancellor evaluation determinations by execution of a new agreement upon the terms and the form as presented. Trustee Davis so MOVED, and Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

## 9. BOARD COMMENTS

Trustee Davis congratulated Chair Jackson and Trustee Bertolini on their re-election to the Board. She also welcomed Edward Callaghan as the new trustee and said he will be a great addition to the Board.

Trustee Bryant thanked attorney George Butler for walking the trustees through the Chancellor's Contract.

Chair Jackson notified the Board of the passing of retired Math faculty member Charles Neumann. She also commented on how great the Culinary's Rat Pack dinner was. Chair Jackson was pleased to announce the trustees' donation to The Garden Party totaled \$5,000. Lastly, she thanked everyone for her re-election to the Board.

## 10. ADJOURNMENT

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

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

NAYS: None

Motion Carried

The meeting adjourned at 7:25 p.m.

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Cherie A. Foster

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Date

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Pamela S. Jackson, Chair

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Susan Gibson, Secretary

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