



OAKLAND COMMUNITY COLLEGE®

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BOARD OF TRUSTEES

REGULAR MEETING AGENDA

The Board of Trustees of Oakland Community College will hold a public hearing for the proposed budget and financial forecast for fiscal years ending 2024-2028 on Tuesday, May 16, 2023 at 5:45 p.m. at the Auburn Hills Campus, Room G240, 2900 Featherstone Road, Auburn Hills, Michigan. The Regular Meeting of the Board of Trustees of Oakland Community College will commence immediately following the public hearing.

AGENDA

1. CALL TO ORDER

2. ATTENDANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4.1 February 21, 2023 Regular Board Meeting Minutes

A – ACTION

4.2 April 22, 2023 Special Board Meeting Retreat 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

7.1 2024-2028 Proposed Budget and Financial Forecast

C – ACTION

7.2 2023-2024 Tax Levy of Operating Millage

D – ACTION

7.3 Appointment of Audit Committee Members

E – ACTION

7.4 Board Policies and Procedures (first reading)

F – ACTION

8. INFORMATION ITEMS CONSENT CALENDAR

Items 8.1 through 8.5 listed below on the Consent Calendar are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or the Chancellor so requests, in which event the item will be removed from the general order of business and voted on separately.

8.1. Finance Quarterly Report

G – INFORMATION

8.2. College Facilities Quarterly Report

H – INFORMATION

- 8.3. Information and Technology Quarterly Report
- 8.4. OCC Foundation Quarterly Report
- 8.5. Strategic Plan Update

I – INFORMATION
J – INFORMATION
K – INFORMATION

END OF INFORMATION ITEMS CONSENT CALENDAR

9. BOARD COMMENTS

10. ADJOURNMENT

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



**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 21, 2023
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 6:04 p.m.

2. ATTENDANCE

Present:

Pamela S. Jackson, Chair
Kathleen A. Bertolini, Vice Chair
Susan Gibson, Secretary
Pamala M. Davis, Trustee
Christine M. O’Sullivan, Trustee

Absent:

Shirley J. Bryant, Treasurer
Edward D. Callaghan, 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: Bertolini, Davis, Gibson, Jackson, O’Sullivan

NAYS: None

Motion Carried

4. APPROVAL OF MINUTES

4.1. January 10, 2023 Special Meeting Minutes

A – ACTION

Trustee Gibson MOVED to approve the January 10, 2023 Special Board Meeting Minutes. Trustee O’Sullivan seconded.

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

NAYS: None

Motion Carried

4.2 January 10, 2023 Regular Meeting Minutes

B – ACTION

Trustee Gibson MOVED to approve the January 10, 2023 Regular Meeting Minutes. Trustee Bertolini seconded.

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

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. Mr. Sackett originally addressed the Board on this topic at their October 2023 regular meeting. He indicated he was told by OCC’s Athletic Director that there wasn’t an interest. However, Mr. Sackett offered he would be available to answer any questions the Board may have regarding this matter.

Randy Ston, current Board member on OCC’s Foundation and retired faculty member, noted he came from Michigan State University and helped start OCC. He also expressed his concern about the recent events at Michigan State University.

5.2. Student Government Report – no report

5.3. Academic Report

5.3.1. Academic Senate Update – no report presented

5.3.2. Provost Update

Provost Jennifer Berne recognized the tragedy of yet another act of senseless violence in Michigan public education. Many in our community are personally and irrevocably affected by the violent loss of life 15 months ago in Oxford and on February 13 at Michigan State University.

She continued that while it will be difficult to move on, one way is to understand that the work we are doing in teaching and learning in public safety, health care, mental health/social work, early childhood education, foreign language, the arts, sciences and the critical thinking work going on in every classroom at OCC will spur the changes that are so desperately needed.

Dr. Berne stated that we are working with the whole community to support our returning students through MI reconnect. This state program guarantees free community college for any student over 25 years of age and is especially eager to engage those adults who have some college, but no degree. In exchange, institutions have to look more closely at the effect of their developmental coursework in English and Math, agree to find more generous and creative ways to award credit for prior learning, and to take as an institutional commitment to appreciably increase completions for all students.

Dr. Berne was pleased to announce that OCC was awarded a grant to concentrate on work in student success, dual credit, and mobility education. This multi-million, multi-year grant from The Balmer and Wilson Foundations will allow us the opportunity to institutionalize and mechanize some of the research proven student success measures that we have merely begun. These include reliable outreach to our K-12 partners to help meet their needs for students to graduate high school with some college credits, concentration on early alert to intervene early when students struggle academically, and rapt attention to gateway courses that tend to make or break a student pathway to success.

Finally, the state has recognized the severe impact that interrupted schooling has on the incoming class of freshman, so we are participating in an academic catch-up program for incoming OCC freshman to experience academic supports, a taste of coursework, career counselling, technology assistance and an immersive introduction to college. Along with our colleague community colleges in

Michigan we hope this will make a difference for these students and teach us what students need for success.

Dr. Berne and Chancellor Provenzano addressed questions from the Board regarding an assessment program to address students who may need additional assistance, the formation of a safety committee, OCC's threat assessment program, and having a presentation from Public Safety at the Board's Special Meeting in April.

5.4. Chancellor's Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
 - Sara Bowman, Program Director – Paralegal
 - Carly Byrne, Academic Testing Coordinator
 - Joel Carrier, Faculty – Machine Tool Technology
 - Gabrielle Helm, Laboratory Technician
 - Kara Mayden-Argo, Program Director – DMS
 - Tanya McFadden, Executive Director of Health Professions/Dean of Nursing
 - Mara Phillips, Grants Coordinator
 - Le Anna Sosnoski, Education Training Specialist
 - Christina (Tina) Kostiuk, Vice Chancellor for Administrative Services, who was in the audience (start date February 20, 2023)
 - Christina Ayar, Vice Chancellor for External Affairs, who was in the audience (start date February 27, 2023)
- The following retirees were recognized for their years of service:
 - Edward Bowie, Custodian - 24 years
 - Dianne Smothers, Secretary - 12 years
 - Also acknowledged was Vice Chancellor for Administrative Services Bobbie Remias, who will be retiring on March 31, 2023. Ms. Remias has been with OCC since July of 2017 and has led our financial services, facilities, public safety and environmental health and safety teams over those years, addressing a pandemic, focusing on capital improvements such as the new C Building at Auburn Hills and the groundbreaking at Royal Oak, as well as achieving numerous governmental finance and accounting awards along the way. These are but a few of Ms. Remias' accomplishments while at OCC, and she will be greatly missed.
- Employer of Choice – Outstanding People
 - An OCC social media “Shoutout” was posted to the individual who was playing the piano so wonderfully at the Auburn Hills Student Center. Our social media team was able to identify the pianist as OCC's own Heather Smith who works in Accounts Receivable – Financial Services.
 - OCC alum Jennifer Tomina joined OCC as a College Completion Coach for the Michigan College Access Network's (MCAN) College Completion Corps. In her position, Ms. Tomina serves a campus-defined cohort of 100 to 150 first-generation, low-income students to focus on staying in college and earning their degree.
- College of Choice – OCC Student Success
 - More than 10,000 OCC students have saved more than \$1 million using low or no-cost course materials since the College began tracking Open Education Resources usage in Winter 2020. This faculty-led initiative provides students with free textbooks, courses, modules, videos, labs, assignment and assessments, which statistics reveal those students taking advantage of this program have a higher completion rate.

- College of Choice – Outstanding Programs - Foundation
 - OCC ice carvers took home first and third place at the Rochester Fire and Ice Festival on January 21. Student Ethan Martinbianco finished first place with his Humming Bird in Flight, and Al Singleton’s Flying Fish took third place.
 - Northwestern Michigan College’s Great Lakes Maritime Academy (GLMA) and OCC announced a new partnership creating a pathway toward a Bachelor of Science in Maritime Technology – Engineering Officer Program. The agreement allows students to attend OCC for one year with 37-38 credits and then transfer to the GLMA to complete the program. During their time at GLMA, students will receive an associate degree from OCC via a reverse transfer agreement. Additionally, these students will have the ability to complete the GLMA program requirements and earn the Engineering Office Bachelor of Science degree and an unlimited horsepower merchant marine officer’s license within 36 months of entering the program.
- College of Choice – Events
 - Winter Welcome Back Week events were held at all five of our campuses earlier this month. Students were able to meet with representatives from various student groups, as well as employees offering student service assistance, while enjoying a glass of hot chocolate, cookies, and OCC merchandise.
 - OCC is celebrating Black History Month with special events, including the virtual African American Read-In, Culinary’s “A Taste of Heritage, History & Hope” lunch buffet, “Words Matter” three-part series, and “Racial Harmony Where Do We Go from Here?” Zoom event.
- College of Choice – OCC in the Media
 - As always, numerous media coverage in the press and online (Report on file)

6. MONITORING REPORT

6.1 Fall Monitoring Report

C – INFORMATION

Chief Strategy Officer Steve Simpson teed up the Fall 2022 Monitoring Report presentation for Director of College Strategy Institutional Effectiveness Kristin Carey-Li. Dr. Simpson noted as they prepared the Fall Monitoring report, two stories emerged that are seemingly contradictory. We continue to experience a slight enrollment decline year after year, which is built into our financial model forecast. Since that fact has not changed, we need to look at right-sizing our organization and square footage to our schedule as to how and where we offer courses. However, there are a lot of pluses in this report as we exceeded and outperformed our expectations for Fall showing that the steps we are taking are having an impact at the institution. The issues that we faced prompted us to make the decision regarding Highland Lakes Campus. The initiatives we are undertaking with the Strategic Plan capture more students who will come here for the duration of their studies, to capture the adult market, to capture the niche markets through online education. These remain priorities to continue to address these challenges.

Some of the topics addressed by Ms. Carey-Li included:

- Board Ends
- Fall Semester KPIs
- Enrollment Trends
- Retention and Equity of Persistence
- Double Graduation Rate – How we get There
- Strategic Action Projects
- Prior Year Comparison

Chair Jackson thanked Dr. Simpson, Ms. Carey-Li, and their team for all of the hard work they put in.

Trustee O’Sullivan MOVED to receive and file the Fall 2022 Monitoring Report. Trustee Bertolini seconded.

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

NAYS: None
(Report on file)

Motion Carried

7. ACTION ITEMS

7.1 2023-2024 Tuition Rates

D – ACTION

Vice Chancellor for Administrative Services Bobbie Remias presented a PP presentation where she discussed the proposed tuition rates with the Board and provided the College’s rationale for the increases.

As Ms. Remias will be retiring the end of March, she took the opportunity to thank the Board and Chancellor Provenzano for their leadership of this great institution and being willing to make the difficult decisions, and for their patience and kindness, and for their faith in the Administrative Services team. She also thanked the audit and construction committee members, as well as her fellow Executive Council members, colleagues, and especially her team members who things couldn’t have gotten accomplished without them. Ms. Remias concluded that she has had six wonderful years here at OCC.

Trustee Davis MOVED the Board of Trustees adopt the following tuition rates effective for the Fall 2023 semester:

\$107.00 per contact hour for In-district students
\$205.00 per contact hour for Out-of-district students
\$110.00 Student Service Fee – no increase

Trustee O’Sullivan seconded.

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

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 Gibson so MOVED, and Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

- 8.1. Finance Quarterly Report
- 8.2. College Facilities Quarterly Report
- 8.3. Information Technology Quarterly Report

E - INFORMATION
F - INFORMATION
G - INFORMATION

- 8.4. OCC Foundation Quarterly Report
- 8.5. Strategic Plan Update
(Reports on file)

H - INFORMATION
I - INFORMATION

END OF CONSENT CALENDAR – INFORMATION ITEMS

9. BOARD COMMENTS

The Board welcomed our new Vice Chancellors Tina Kostiuk and Christina Ayar.

The Trustees also noted that Vice Chancellor Bobbie Remias has been amazing during her time here at OCC and thanked her for her service.

10. ADJOURNMENT

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

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

NAYS: None

Motion Carried

The meeting adjourned at 7:18 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.



**BOARD OF TRUSTEES
SPECIAL MEETING RETREAT MINUTES**

April 22, 2023

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

1. GENERAL FUNCTIONS

1.1 Call to Order

Chair Jackson called the special meeting to order at 9:00 a.m. for the purpose to hold a retreat to receive presentations on The Landscape of Higher Education 2023, The Past Six Months at OCC, and the Strategic Plan Update.

1.2 Attendance

Present

Pamela S. Jackson, Chair
Kathleen A. Bertolini, Vice Chair
Susan Gibson, Secretary
Shirley J. Bryant, Treasurer
Edward D. Callaghan, Trustee
Pamala M. Davis, Trustee
Peter M. Provenzano, Jr., Chancellor
Cherie A. Foster, Executive Administrator

Absent

Christine M. O'Sullivan, Trustee

1.3 Public Comments - None

As permitted by Board Bylaws, informational presentations, along with some questions and answers occurred, but no Board business was conducted. The presentations are available on the www.oaklandcc.edu Board of Trustees webpage under the Board Meeting Packets link.

2. INFORMATION ITEMS

Presentations were provided on the following topics:

2.1 The Landscape of Higher Education 2023

- Public Safety at Oakland Community College – Chief of Public Safety Paul Matynka and Lieutenant Richard Leonard
- Cyber Security at Oakland Community College – VC for IT Bob Montgomery

2.2 The Past Six Months at OCC

- DC3C: CRM Advise and Changing Student-Centered Practices – VC for Student Services
Dr. Kimberly Hurns
- The Highland Lakes Closure Taskforce –Bob Montgomery
- Programmatic Update and Planning - PT Director of College Strategy Kristin Carey-Li

2.3 Strategic Plan Update – Kristin Carey-Li

- Closing the FY 2021 to 2023 Three-Year Plan
- Launching the FY 2024 to 2026 Three-Year Plan
Due to time constraints, this item will be presented at either the May 16 or the June 20 Regular Board Meeting, to be determined by the Chancellor and the Board Chair.
- Call to Action! How do we help double graduation and completion by 2027?
Due to time constraints, this item will be presented at either the May 16 or the June 20 Regular Board Meeting, to be determined by the Chancellor and the Board Chair.

3. BOARD COMMENTS

Trustee Davis complimented the Marketing team for their OCC ads, stating the advertising has been the best she has seen since her time on the Board. Trustee Davis also thanked Vice Chancellor Kostiuk for the staffing analysis she provided to the Board.

Chair Jackson commented on Channel 4's coverage of OCC's exciting National Signing Day event that took place on April 20 at the Auburn Hills Campus.

Trustee Bryant commented on the April 19, 2023 *C&G Newspapers* article entitled "OCC Adopts Open Educational Resources," which describes how OCC faculty are helping students with the cost of college, reducing barriers, and improving completion rates by adopting open education resources for their classes. The article may be found at <https://www.candgnews.com/news/occ-adopts-open-educational-resources-2102>

4. ADJOURNMENT

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

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

NAYS: None

Motion Carried

Chair Jackson adjourned the meeting at 12:24 p.m.

Cherie A. Foster

Date

Pamela S. Jackson, Chair

Susan Gibson, Secretary

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ACTION

**Board Agenda Item 7.1
May 16, 2023**

BUDGET AND FINANCIAL FORECAST FISCAL YEARS ENDING 2024-2028

PROBLEM/NEEDS STATEMENT

The College needs to adopt an operating budget for the continued operation of the College for the 2023-2024 fiscal year, which begins July 1, 2023.

BACKGROUND

The Board of Trustees, as a part of the annual budget process, conducts a public hearing on the budget and tax levy for the upcoming fiscal year. The final step in the budgeting process requires the Board to approve the budget.

MOTION

Move the Board of Trustees approve the General Appropriations Act for the 2023-2024 fiscal year.

**RESOLUTION OF THE BOARD OF TRUSTEES
OF
OAKLAND COMMUNITY COLLEGE**

GENERAL APPROPRIATIONS ACT FOR THE 2023-2024 FISCAL YEAR

At a meeting of the Board of Trustees of Oakland Community College held on the 16th day of May, 2023.

PRESENT: _____

ABSENT: _____

Trustee _____ offered the following resolution and moved its adoption. Trustee _____ seconded.

WHEREAS, the Board of Trustees, in accordance with applicable law, has authorized and directed the Chief Administrative Officer to prepare a proposed budget for the 2023-2024 fiscal year; and

WHEREAS, copies of the proposed budget have been available to the public since May 8, 2023; and

WHEREAS, the Board of Trustees held a public hearing on its proposed budget pursuant to a notice of public hearing published in the *Oakland Press*, and

WHEREAS, the Board of Trustees is required by law to adopt an operating budget to govern expenditures prior to the beginning of the next fiscal year;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Oakland Community College as follows:

1. The total revenues estimated to be available for appropriation in the General (\$180,201,934) and Designated (\$4,240,767) Funds of Oakland Community College for the 2023-2024 fiscal year are \$184,442,701.
2. The total appropriation for the General (\$178,845,544) and Designated (\$4,507,707) Funds of Oakland Community College for the 2023-2024 fiscal year are \$183,353,251.



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ACTION

**Board Agenda Item 7.2
May 16, 2023**

2023-2024 TAX LEVY OF OPERATING MILLAGE

PROBLEM/NEEDS STATEMENT

The College needs to establish its General Fund Millage rate for 2023-2024 Fiscal Year.

WHY THE ACTION IS BEING RECOMMENDED

Each year the College, as a part of its budget process, determines the total tax levy required to maintain College operations. It has been deemed necessary that the maximum annual rate of 1.4891 Mills (\$1.4891 per \$1,000) is required for the sound management and operation of the district. The rate may be adjusted for any reduction that is required by the constitution provision, which limits the growth of property tax. The final millage rate will be reported to the Board once it is received by the County.

MOTION

Move 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.



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**RESOLUTION FOR TAX LEVY OF OPERATING MILLAGE
(2023-2024)**

AT A REGULAR MEETING of the Board of Trustees of Oakland Community College held on the 16th day of May, 2023.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Trustee _____.

WHEREAS, Act No. 331 of Public Acts of 1966, as amended, requires the Board of Trustees to determine the total taxes required by the Oakland Community College District (the "District") for any year, and

WHEREAS, the qualified electors of the District have heretofore authorized the Board of Trustees to levy a tax on the real and personal property within the District at a maximum annual rate of 1.4891 Mills (\$1.4891 per \$1,000) on each dollar of the taxable value of the property within the District, such rate to be adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, and

WHEREAS, the Board of Trustees has carefully examined the financial circumstances of the District for the 2023-24 fiscal year and determined that the levy of all operating mills authorized to be levied under law was necessary for the sound management and operation of the District,

NOW, THEREFORE, BE IT RESOLVED that the District hereby declares and certifies the levy on the real and tangible personal property within the District for the fiscal year commencing July 1, 2023, at a maximum annual rate of 1.4891 Mills (\$1.4891 per \$1,000) on each dollar of the taxable value of the property within the District, as such rate shall be adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution;

BE IT FURTHER RESOLVED that it is hereby declared and certified that the total amount of taxes to be raised through the District for the operation of the College for the fiscal year commencing July 1, 2023, shall equal the amount of taxes levied from the millage rates certified pursuant to this Resolution;

BE IT FURTHER RESOLVED that, in conformance to this Resolution, the Board Chair is hereby authorized to certify the approved tax rate to be levied and the amount of taxes to be raised, and the Vice Chancellor for Administrative Services shall notify the proper assessing officers of each appropriate city or township within the District and do whatever is necessary and proper to effectuate compliance with this Resolution.

AYES:

NAYS:

I, Pamela S. Jackson, hereby certify that I am the Chair of the Board of Trustees of Oakland Community College and that the foregoing Resolution for Tax Levy of Operating Millage (2023-2024) is a true and correct copy of the Resolution adopted by a vote of the members of said Board on the 16th day of May, 2023, at which a quorum was present.

Pamela S. Jackson, PhD, Chair
Oakland Community College Board of Trustees



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ACTION

Board Agenda Item 7.3
May 16, 2023

APPOINTMENT OF AUDIT COMMITTEE MEMBERS

PROBLEM/NEEDS STATEMENT

The Oakland Community College (OCC) Audit Committee consists of seven members, including three members of the Board of Trustees and four members of the Oakland County community. Currently, there are two vacancies on the committee for members from the community. Board Treasurer Shirley Bryant, as chair of the Audit Committee, is recommending that the OCC Board Chair appoint community members Steven (Steve) Mackey and Kathy Abela to the Audit Committee.

This appointment is subject to approval by the Board of Trustees.

MOTION

Move the Board of Trustees approve Steven (Steve) Mackey and Kathy Abela to serve as the community members to the OCC Audit Committee.

As a new Audit Committee member, Steve Mackey will bring expertise in finance and budget management with over two decades of university finance and administration experience. He is the current Vice President for Finance and Administration at Oakland University and treasurer to the Oakland University Board of Trustees. As the prior Associate Vice President for Finance at California State University, Monterey Bay, Steve managed a \$130 million general fund budget and a \$780 million endowment and held the position of Audit Committee chair for three separate auxiliary organizations, giving him the depth of experience necessary to fulfill the role of a committee member.

As a new Audit Committee member, Kathy Abela looks forward to sharing her relevant expertise with the Committee as it executes its oversight responsibilities. In her current position as Executive Director of Finance & Operations for Royal Oak Schools she provides direction and administration over the financial operations for the district, including fund budgets totaling over \$100 million and a recently completed \$60 million bond. She holds a Bachelor and Masters Degree in Business Administration from Eastern Michigan University and has earned both Leadership Institute and Chief Financial Officer Certification honors from Michigan School Business Officials where she is a member since 2006. Kathy has also served as President of the Oakland County School Business Officials.

**OCC Audit Committee
Terms of Members**

<u>Name:</u>	<u>Start Date</u>	<u>Current Term Expires</u>	<u>3 Term Expiration</u>
<i>Board Members</i>			
Shirley Bryant, Chair	2/21/23	12/31/2024	12/31/2028
Pam Jackson	1/1/20	12/31/2023	12/31/2025
Kathleen Bertolini	2/21/23	12/31/2024	12/31/2028
<i>Community Members</i>			
Steve Doil	1/1/20	12/31/2023	12/31/2025
John McCulloch	5/18/21	12/31/2022	12/31/2026
Steve Mackey (pending approval)	5/16/23	12/31/2024	12/31/2028
Kathy Abela (pending approval)	5/16/23	12/31/2024	12/31/2028



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ACTION

**Board Agenda Item 7.4
May 16, 2023**

PROPOSED AMENDED BOARD POLICIES (First Reading)

PROBLEM/NEEDS STATEMENT

The Board Policy Committee proposes for first reading the following amended Board Policies: , Equal Employment Opportunity Discrimination Prohibition Policy, and Freedom of Speech and Expression Policy. The amended policies, are intended to supersede all existing policies, on the same subject matter. To the extent the language of these proposed policies conflict with any portion of any other previously existing policy, the new language is intended to control.

Per Board Policy 1.4 Policy Creation and Review, the purpose of the first reading is to present the proposed amended policies to the public and allow for comment. After the first reading and prior to second reading, the public and additional college stakeholders may provide additional input to the CEO, which may result in revisions or substantive change. The purpose of the second reading is to provide final public comment followed by Board action.

MOTION

Move the Board of Trustees approve the first reading of the following amended Board Policies, Equal Employment Opportunity Discrimination Prohibition Policy, and Freedom of Speech and Expression Policy. The foregoing will be scheduled for a second reading and potential action at the next public Board meeting.



May 16, 2023

Confidential Attorney Client Communication

TO: OCC Board of Trustees
Pamela S. Jackson, Chair
Kathleen A. Bertolini, Vice Chair
Susan Gibson, Secretary
Shirley J. Bryant, Treasurer
Edward Callaghan, Trustee
Pamala Davis, Trustee
Christine M. O'Sullivan, Trustee
Peter Provenzano, Chancellor (ex-officio)

RE: Amended Board Policies

Dear Board:

As the Board understands, one of its many duties includes adopting policies and statutorily prescribed procedures as required by law (1.3, 1.4, 2.6.1, 4.2, 4.5). The Legal Affairs Department, at the recommendation of and working with the Board Policy Committee, has taken the opportunity to review and amend two current policies. The Legal Affairs Department will continue, in conjunction with the Board Policy Committee, to review current policies to ensure that said policies incorporate language that is consistent with current laws and related procedures. It is the intention of the Legal Affairs to continue to work with the Board Policy Committee and the full Board to present recommended policy amendments each spring and fall.

Revision of Certain Board Policies

It is recommended the following policies be revised to reflect best legal practices and practices/operations of the Board, CEO, and other responsible college departments.

- 2.6.1 EEO Discrimination Prohibition – Updates in language to be consistent with Michigan's Elliot Larsen Civil Rights Act (ELCRA) and Michigan's Persons with Disabilities Civil Rights Act (PWCRA)
- Freedom of Speech and Expression – This policy has been updated to be consistent with current First Amendment legal precedent. Revisions are suggested to reflect that the College fosters an environment where diverse opinions can be heard in a safe and responsible manner.

We value the time you take to review these recommendations. Please let me know if you have any additional questions.

Very truly yours,

Elizabeth A. Rae
Assistant General Counsel
248-341-2182/office - 248-303-8870/cell
earae@oaklandcc.edu



Board Policy

Policy Type: Board
Policy Title: EEO – Discrimination Prohibition
Policy Number: 2.6.1
Offices Responsible: Human Resources and Student Services
Related Policy: Non-Discrimination and Anti-Harassment, Umbrella Policy Prohibiting Sexual and Gender-Based Misconduct, Harassment and Discrimination, [Title IX](#)
[Related Laws: Elliott-Larsen Civil Rights Act, Title VII of the Civil Rights Act](#)

Policy Statement

~~Oakland Community College, pursuant to the requirements of applicable law and these policies, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, citizenship, veteran status, sex, age, height, weight, marital status, sexual orientation, gender identity and expression, disability or handicap, nor will sexual harassment or harassment based on other classifications mentioned herein, be tolerated, in its employment practices and/or educational programs or activities.~~

Oakland Community College, pursuant to the requirements of applicable law and these policies, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, citizenship, veteran status, political affiliation, sex, gender, pregnancy, age, height, weight, marital status, sexual orientation, gender identity, gender expression, gender transitioning, genetics, family status, disability, or perceived disability; nor will sexual harassment, gender harassment, or harassment based on other classifications noted herein, be tolerated, in the College's employment practices and/or educational programs or activities. Retaliation is also strictly prohibited under this policy.

OCC is committed to a continuous review of its employment practices, educational programs, services and activities to identify and prevent potential discrimination and/or harassment on the basis of legally protected characteristics.

~~A. Definitions of Gender Identity and Expression~~

~~For the purpose of this policy and other policies of the College, "gender identity" refers to a person's innate, deeply felt psychological identification as male or female, which may or may not correspond to a person's body or designated sex at birth. The term "gender expression" refers to all of the external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns and social interactions associated with one's gender identity.~~

I. Definitions

- a. Disability: A disability protected by both federal (Americans with Disabilities Act or "ADA") and state laws (Michigan's Person's with Disabilities Civil Rights Act or "PWCRA") which includes a perceived, determinable, or recorded physical or mental impairment/characteristic of an individual that substantially limits one or more major life activities unrelated to that individual's:
 - Ability to perform the duties of a job or position;
 - Qualifications for employment or promotion;
 - Ability to utilize and benefit from educational opportunities, programs and facilities.

This definition also includes perceived disabilities when individuals who do not have a disability are regarded as having a disability. Discrimination based upon the association with individuals who have disabilities is also prohibited.

- b. **Discrimination:** Prohibited discrimination includes, but is not limited to:
1. Inequitable, unfair treatment or adverse treatment because of a protected characteristic.
 2. Harassment by faculty, staff, administrators, co-workers or outside contractors, co-students or visitors in the College's programs, activities, services or workplace, because of a protected characteristic.
 3. Harassment is repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, insulting, isolates people at work, or undermines their reputation or job performance through verbal or non-verbal communications.
 4. Sexual Harassment: Sexual harassment is a form of sexual discrimination. Federal and State authorities provide that sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is unlawful where:
 - a. Submission to the conduct is either an explicit or implicit term or condition of employment; or
 - b. Submission to or rejection of the conduct is used as the basis for employment decisions affecting the person who did the submitting or rejecting; or
 - c. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
 5. Workplace Bullying: This form of harassment, while not always constituting actionable discrimination, generally results from the use of inappropriately aggressive or insulting conduct or comments, which when viewed objectively, may cause an employee against whom such conduct or comments is/are directed to be humiliated or intimidated.
 6. Denial of a reasonable accommodation to an individual would otherwise be entitled to under state or federal laws.
 7. Retaliation against an individual because they reported discrimination, or assisted with a discrimination investigation or lawsuit.
- c. **Familial Status:** Protection regarding familial status is designed to prevent intentional discrimination solely because they are parents. It is not designed to place other employees at a disadvantage or to give parents preference.
- d. **Gender Expression:** Gender expression refers to all of the external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns and social interactions. Social and cultural norms can vary widely and some characteristics that may be accepted as masculine, feminine or neutral in one culture may not be assessed similarly in another.
- e. **Gender Identity:** The term "gender identity", distinct from the term "sexual orientation", refers to a person's questioning and/or innate, deeply felt psychological identification as a man, woman or some other gender, which may or may not correspond to the sex assigned to them at birth (e.g., the sex listed on their birth certificate).
- f. **Gender Transitioning:** The process of changing one's gender presentation permanently to accord with one's internal sense of one's gender - the idea of what it means to be a man or a

woman.

- g. **Parental Status:** Status as a “parent” refers to the status of an individual who, with respect to an individual who is under the age of 18, or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: a biological parent; an adoptive parent; a foster parent; a stepparent; a custodian of a legal ward; in loco parentis to such an individual; or actively seeking legal custody or adoption of such an individual. A person stands “in loco parentis” when he or she has day-to-day responsibility to care for and financially support a child. A biological or legal relationship is not necessary.
- h. **Protected Characteristics:** Protected characteristics includes age, race, color, national origin, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, gender transitioning, height, weight, national origin, citizenship, disability, perceived disability, political affiliation, familial status, veteran status, genetics or other characteristic protected by law.
- i. **Retaliation:** An adverse action against a person who reports, complains about or who otherwise participates in good faith in any manner related to this policy.
- j. **Sexual Orientation:** “Sexual Orientation” is the preferred term used when referring to an individual’s physical and/or emotional attraction to the same and/or other genders. “Gay”, “lesbian”, “bisexual”, “heterosexual (straight)”, “Trans”, “queer” and/or “questioning” are all examples of sexual orientations. A person’s sexual orientation is distinct from a person’s gender identity and expression.

~~B. Compliance~~

~~All administrators, faculty, staff, and students are expected to conform to this Board policy and any regulations, statements, and procedures issued in order to implement this policy. Any member of the faculty or staff or any student who violates this policy shall be subject to disciplinary action as appropriate, up to and including discharge from employment or dismissal from the College.~~

- ~~1. All College publications used to recruit students or employees and all admission and employment application forms shall include a statement of the Board's Equal Opportunity Policy.~~
- ~~2. All administrators and supervisors of the College shall be responsible for reporting any possible violation of this Board policy to the College's Equal Opportunity Compliance Officer. This shall include possible violations of which the administrator or supervisor has personal knowledge, as well as those which may be reported to him/her.~~
- ~~3. A member of the Human Resources Department shall be officially designated as the College's Equal Opportunity Compliance Officer and shall function as the Title IX Coordinator and Section 504 (Handicap) Compliance Coordinator. Other departmental staff, or [outside] legal counsel, may be utilized to assist in the processing or investigation of complaints, as necessary.~~
- ~~4. The College’s Human Resources Department shall be charged with the responsibility to process all complaints made against administrators, faculty and staff. If a complaint is made against any member of the Human Resources Department, the Chancellor shall be informed immediately, in writing, and the complaint may be referred to legal~~

~~counsel for review and processing.~~

II. Compliance

All Board of Trustee members, administrators, faculty, staff, and students are expected to conform to this Board policy and any regulations, procedures and administrative guidelines issued in order to implement this policy. Violations of this policy shall be subject to appropriate disciplinary action, which may include, without limitation, discharge from employment or dismissal from the College.

1. All College publications used to recruit students or employees and all admission and employment applications must include a statement of the Board's Equal Employment Opportunity/Discrimination Policy.
2. The College's Equal Employment Opportunity (EEO) officer, shall be officially designated as OCC's Title IX Coordinator and the individual charged with receiving discrimination and harassment complaints. Other departmental staff, including, but not limited to, the Vice Chancellor for Student Services, the Deans of Student Services, and/or (outside) legal counsel, may be utilized to assist in the processing or investigation of complaints, as necessary.
3. The Dean of Learning Resources and a member of the Human Resources Department, shall be charged with processing and/or investigating accommodation complaints related to disability or perceived disability. Other departmental staff, and/or (outside) legal counsel, may be utilized to assist in disability accommodation complaints, as necessary.
4. All College employees must promptly report any violation or possible violation of this Board policy to the College's EEO Officer/Title IX Coordinator. College employees includes the College's Board of Trustees, all full-time, part-time, and temporary employees, all OCC faculty and staff.
5. If a complaint has been made against the EEO Officer or any member of the Human Resources Department, the Legal Affairs office shall be informed immediately, in writing, and the complaint may be referred to outside legal counsel for review, investigation, and processing.

EEO Officer/Title IX Coordinator: Carmen White

Address: 2900 Featherstone Road, Auburn Hills, MI 48326

Phone: (248) 341-2200

Email: titleixcoordinator@oaklandcc.edu; or ccwhite@oaklandcc.edu

For student disability accommodation matters:

Academic Dean of Learning Resources: Mary Ann Sheble

Address: 2900 Featherstone Road, Auburn Hills, MI 48326

Phone: (248) 232-4511

Email: masheble@oaklandcc.edu

For employee disability accommodation matters:

Benefits & Compensation Manager: Julie Hoyt

Address: 2900 Featherstone Road, Auburn Hills, MI 48326

Phone: (248) 341-2200

Email: jahoyt@oaklandcc.edu

Change Log

01-22-13

Revised

04-28-2020 Reviewed; no change
03-03-2023 Related Policies updated
XX-XX-2023 Policy updated



Board Policy

Policy Type: Board
Policy Title: Equal Employment Opportunity/
Discrimination Prohibition Policy Number: 2.6.1
Offices Responsible: Human Resources and Student Services
Related College Policy: Non-Discrimination and Anti-Harassment,
Umbrella Policy Prohibiting Sexual and Gender-Based Misconduct,
Harassment and Discrimination, Title IX
Related Laws: Elliott-Larsen Civil Rights Act (ELCA) as amended; Title VII
of the Civil Rights Act of 1964; Americans with Disabilities Act (ADA);
Section 503 of the Rehabilitation Act of 1973; Michigan Persons with
Disabilities Civil Rights Act (PWDCRA); Age Discrimination in Employment
Act; Genetic Information Non-Discrimination Act of 2008; The Immigration
and Naturalization ACT, Title IX

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3. The Dean of Learning Resources and a member of the Human Resources Department, shall be charged with processing and/or investigating accommodation complaints related to disability or perceived disability. Other departmental staff, and/or (outside) legal counsel, may be utilized to assist in disability accommodation complaints, as necessary.
4. All College employees must promptly report any violation or possible violation of this Board policy to the College's EEO Officer/Title IX Coordinator. College employees includes the College's Board of Trustees, all full-time, part-time, and temporary employees, all OCC faculty and staff.
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Phone: (248) 341-2200

Email: jahoyt@oaklandcc.edu

Change Log

01-22-13	Revised
04-28-2020	Reviewed; no change
03-03-2023	Related Policies updated
03-14-2023	Policy updated



Board Policy

Policy Type:	Board
Policy Title:	Freedom of Speech and Expression
Office Responsible:	<u>Administrative Services</u> Human Resources, Business Services
Related Policies:	Use of College Facilities and Services; Policy Guidelines and Procedures for Freedom of Speech and Expression
Related Laws:	<u>First Amendment to the U.S. Constitution; Constitution of Michigan of 1963, Art. I section 5</u>

Policy Statement

Oakland Community College is committed to the principles of free ~~speech and~~ speech, and free expression embodied in the First~~1st~~ Amendment to the Constitution of the United States. These freedoms are central to the College’s academic mission and essential to a robust marketplace for the exchange of ideas and the pursuit of knowledge. As such, the College is committed to free and open inquiry, deliberation and debate in all matters. This includes the freedom to speak, listen, write, watch, express oneself artistically, challenge, learn, and otherwise participate in all forms of communication.

The College encourages an environment ~~is an open forum~~ where diverse opinions can be expressed and heard. Differing and competing views may cause discomfort or even offend members of the College community. The belief that an opinion is false, immoral, ill-conceived or even detestable by most members of the College community cannot be grounds for suppression. As such, the College does not impose restraints on speech for these reasons, including the speech of outside speakers.

The College fosters the ability of its community members to engage in open and vigorous deliberation and debate in an effective, civil, and responsible manner. The College prohibits speech and expression that violates the law, falsely defames a specific individual, constitutes a genuine threat, violates the College’s harassment policies or unjustifiably invades substantial privacy or confidentiality interests. ~~To the extent other policies or rules regulate conduct that may include speech and expression, they are not superseded by this policy.~~

The College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution. These exceptions and regulations are to be narrowly applied and shall not be used in a manner that is inconsistent with the College’s commitment to freedom of speech and expression.

Although members of the College community are free to criticize and contest the views of others they may not obstruct or otherwise interfere with the freedom of others to express their views. Consequently, the College will not only promote the vigorous exchange of ideas and viewpoints, but also protect that freedom when others attempt to restrict it.

This policy applies equally to all individuals, groups, and viewpoints and encourages an atmosphere of positive engagement and mutual respect.

The College shall implement guidelines and procedures for freedom of speech and expression~~The CEO shall implement guidelines for freedom of speech and expressive activity~~ consistent with the above and the First Amendment to the Constitution.

Change Log

01-11-2022 Adopted (Reference - Portions adapted from Georgetown University Speech and Expression General Policy)

XX-XX-2023 Revised (Resources – University of Arizona Policy & Regulations Governing the Use of Campus, National Association of College & University Attorneys (NACUA))



**OAKLAND
COMMUNITY
COLLEGE®**

Board Policy

Policy:	Board
Policy Title:	Freedom of Speech and Expression
Office Responsible:	Administrative Services
Related Policies:	Use of College Facilities and Services; Policy Guidelines and Procedures for Freedom of Speech and Expression
Related Laws:	First Amendment to the U.S. Constitution; Constitution of Michigan of 1963, Art. I section 5

Policy Statement

Oakland Community College is committed to the principles of free speech and free expression embodied in the First Amendment to the Constitution of the United States. These freedoms are central to the College’s academic mission and essential to a robust marketplace for the exchange of ideas and the pursuit of knowledge. As such, the College is committed to free and open inquiry, deliberation and debate in all matters. This includes the freedom to speak, listen, write, watch, express oneself artistically, challenge, learn, and otherwise participate in all forms of communication.

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This policy applies equally to all individuals, groups, and viewpoints and encourages an atmosphere of positive engagement and mutual respect.

The College shall implement [guidelines and procedures for freedom of speech and expression](#) consistent with the above and the First Amendment to the Constitution.

Change Log

- 01-11-2022 Adopted (Resources - Portions adapted from Georgetown University Speech and Expression General Policy)
- XX-XX-2023 Revised (Resources – University of Arizona Policy & Regulations Governing the Use of Campus, National Association of College & University Attorneys (NACUA))



OAKLAND COMMUNITY COLLEGE®
Excellence *Empowered.*®

INFORMATION

Board Agenda Item 8.1
May 16, 2023

FINANCE QUARTERLY REPORT
For the Quarter Ended March 31, 2023



INTRODUCTION

Oakland Community College is a public, non-profit educational institution operating five academic campuses. The academic services of the College are provided during semesters and the majority of the expenditures follow the semesters– not calendar months. In the General Fund, the College has three major revenue sources following different receipt schedules. Tuition revenues are received on a semester schedule. State appropriations are received on a monthly schedule, October through August. Property taxes are received primarily from August through October.

The Operating Funds of the College are included in the quarterly report – General Fund and Designated Funds.

COMMENTS

For the Quarter Ended March 31, 2023

This report includes year-to-date information as of the 3rd quarter of the fiscal year and reflects financial activity from July 1, 2022 to March 31, 2023.

FINANCIAL HIGHLIGHTS

Revenues:

In the General Fund, the College recorded total revenues of \$156,737,058 (column 3) compared to \$148,998,528 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$2,545,232 (column 3) compared to \$2,208,819 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$97,996,490 (column 3) compared to \$93,167,016 (column 4) at the end of the same quarter last year in the General Fund. Property taxes are primarily received from August through October. Property tax revenues are higher than fiscal year 2022 at quarter end as taxable values have increased. For fiscal year 2023 and beyond, the College will continue to closely monitor the impact of rising interest rates and inflation on property tax values.

Tuition and Fees: The total amount is \$37,110,021 (column 3) compared to \$35,076,139 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2022 and winter 2023 were stable compared to budgeted headcount and contact hours. In the Designated Funds, tuition and fees have been impacted by COVID-19 for over two years but have been trending higher with more offerings each term. Tuition and fees for economic and workforce development programs in the Designated Funds are \$2,447,221 (column 3) at the end of the 3rd quarter compared to \$2,033,323 (column 4) at the end of the same quarter last year.

Expenditures:

The College recorded total expenditures in the General Fund of \$87,151,715 (column 3) compared to \$82,149,925 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$3,542,556 (column 3) compared to \$3,406,183 (column 4) as of the end of the same quarter last year.

Employee Salaries and Wages: The amount is \$47,926,505 (column 3) compared to \$46,181,229 (column 4) as of the end of the same quarter last year in the General Fund. In the designated fund, the amount is \$1,618,263 (column 3) compared to \$1,639,567 as of the end of the same quarter.

Benefits: The amount is \$21,491,896 (column 3) compared to \$21,192,321 (column 4) as of the end of the same quarter last year in the General Fund.

Other Operating Expenses: In the General Fund, other operating expenses of \$13,746,896 (column 3) are higher than as of the same quarter last year with \$11,311,131 (column 4) total. Fiscal year 2023 total expenses are expected to be higher than 2022 at year-end due to some expenses being shifted to the restricted HEERF grants in fiscal year 2022, mainly for technology and also the rate of inflation in fiscal year 2023.

SUMMARY:

OCC, along with educational institutions across the nation, is challenged by declining enrollment related to demographic shifts, less high school graduates, low unemployment which is driving potential students to the workforce and with students wanting more on-line classes and services. Our hard work and collaboration allowed the College to successfully operate throughout the global pandemic and now we are facing new challenges and opportunities including high inflation and continued supply chain issues. Currently, overall revenue is forecasted in 2023 to be higher than 2022 but expenses are also forecasted to be higher. The College continues to closely monitor the impact of the economy, the lingering effects of the pandemic, changing interest rates and enrollment declines throughout this fiscal year and next. The College continues to monitor both revenues and expenditures and continues to take measures as appropriate to maintain a balanced budget.



GENERAL FUND BUDGET STATUS REPORT
For the Quarter Ended March 31, 2023

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ 97,600,000	\$ 97,996,490	\$ 93,167,016	100.41%
State Appropriations	27,325,402	14,780,495	15,171,911	54.09%
Tuition & Fees	39,469,162	37,110,021	35,076,139	94.02%
Investment Income	7,000,000	5,886,085	4,954,372	84.09%
Miscellaneous Revenue	1,518,591	963,967	629,090	63.48%
Unrealized Gain/(Loss) on Investments	-	-	-	-
TOTAL REVENUES	\$ 172,913,155	\$ 156,737,058	\$ 148,998,528	90.64%
EXPENDITURES:				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 74,192,378	\$ 47,926,505	\$ 46,181,229	64.60%
Fringe Benefits	36,462,131	21,491,896	21,192,321	58.94%
Contracted Temporary Personnel	3,016,888	1,282,834	1,276,159	42.52%
Utilities	4,433,724	2,703,584	2,189,085	60.98%
Other Operating Expenses	24,940,605	13,746,896	11,311,131	55.12%
TOTAL EXPENDITURES	\$ 143,045,726	\$ 87,151,715	\$ 82,149,925	60.93%
TRANSFERS:				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	0.00%
Transfer (to) from Loan Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	(250,000)	-	1,625,128	0.00%
Transfer (to) from Plant Fund	(25,000,000)	-	-	0.00%
All Other Transfers	(3,464,314)	(159,783)	21,110	4.61%
TOTAL TRANSFERS	\$ (28,714,314)	\$ (159,783)	\$ 1,646,238	0.56%



DESIGNATED FUND BUDGET STATUS REPORT
For the Quarter Ended March 31, 2023

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	3,353,198	2,447,221	2,033,323	72.98%
Investment Income	-	-	-	0.00%
Miscellaneous Revenue	145,933	98,011	175,496	67.16%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
TOTAL REVENUES	\$ 3,499,131	\$ 2,545,232	\$ 2,208,819	72.74%
EXPENDITURES:				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 2,681,433	\$ 1,618,263	\$ 1,639,567	60.35%
Fringe Benefits	1,331,654	718,704	718,516	53.97%
Contracted Temporary Personnel	1,796,591	526,623	602,546	29.31%
Utilities	-	-	-	0.00%
Other Operating Expenses	1,568,155	678,966	445,554	43.30%
TOTAL EXPENDITURES	\$ 7,377,833	\$ 3,542,556	\$ 3,406,183	48.02%
TRANSFERS:				
Transfer (to) from General Fund	\$ 3,464,314	\$ 159,783	\$ 21,110	4.61%
Transfer (to) from Loan Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	-	-	-	0.00%
Transfer (to) from Plant Fund	-	-	-	0.00%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	\$ 3,464,314	\$ 159,783	\$ 21,110	4.61%



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INFORMATION

Board Agenda Item 8.2
May 16, 2023

COLLEGE FACILITIES QUARTERLY REPORT
For the Quarter Ending March 31, 2023

2023 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: March 31, 2023

Row #	Project ID	Project Name	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
1	AH21-002	G-240 Conference Room Upgrade	\$200,000.00	\$0.00	\$200,000.00	1		\$200,000.00
2	AH22-002	Building F Rooftop Unit Replacement	\$300,000.00	\$0.00	\$300,000.00	1	\$13,160.00	\$286,840.00
3	AH22-004	Buildings A & T Programming	\$185,950.00	\$0.00	\$185,950.00	1	\$5,800.00	\$180,150.00
4	AH23-002	Building A Renovation & Expansion	\$60,000,000.00	\$0.00	\$60,000,000.00	1	\$382,306.49	\$59,617,693.51
5	AH23-003	Paving & Sidewalk Restoration	\$300,000.00	\$0.00	\$300,000.00	1		\$300,000.00
6	AH23-005	MTEC HVAC Upgrade	\$0.00	\$30,000.00	\$30,000.00	1	\$11,650.00	\$18,350.00
7	CW23-001	CCTV & Security Monitoring Enhancements	\$800,000.00	\$0.00	\$800,000.00	1		\$800,000.00
8	RO22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
9	RO22-003	Parking Structure Evaluation	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
10	SF22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
11	AH23-004	Miscellaneous Reconfiguration	\$0.00	\$30,000.00	\$30,000.00	2	\$15,704.49	\$14,295.51
12	AH21-004	Exterior Signage Upgrade	\$1,284,107.70	\$0.00	\$1,284,107.70	3	\$80,831.25	\$1,203,276.45
13	AH22-006	CW Paving & Sidewalk Restoration	\$800,000.00	\$0.00	\$800,000.00	3	\$225,235.08	\$574,764.92
14	OR20-011	Building M Remodel	\$840,294.00	\$0.00	\$840,294.00	3	\$25,278.20	\$815,015.80
15	OR21-002	Building L Renovation	\$7,968,066.00	\$0.00	\$7,968,066.00	3	\$229,785.88	\$7,738,280.12
16	AH23-007	CREST Miscellaneous Building Repairs	\$0.00	\$40,000.00	\$40,000.00	4	\$13,433.00	\$26,567.00
17	AH23-009	Office Reconfigurations	\$0.00	\$30,000.00	\$30,000.00	4		\$30,000.00
18	OR22-002	Interior Hardware Renovation	\$979,915.00	\$0.00	\$979,915.00	4	\$12,051.00	\$967,864.00
19	OR23-007	CW Exterior Light Fixture Replacement	\$0.00	\$25,000.00	\$25,000.00	4		\$25,000.00
20	RO23-004	Music Program	\$0.00	\$50,000.00	\$50,000.00	4		\$50,000.00
21	AH-CW17-003	Interior Door Hardware Renovation	\$289,781.73	\$0.00	\$289,781.73	5	\$29,279.89	\$260,501.84
22	AH18-009	Building C	\$7,196,137.95	\$0.00	\$7,196,137.95	5	\$2,717.23	\$7,193,420.72
23	AH22-007	CREST Site Drainage Remediation	\$20,000.00	\$10,000.00	\$30,000.00	5	\$24,618.30	\$5,381.70
24	AH23-008	CREST Burn Building Controls Refurbishment	\$0.00	\$230,000.00	\$230,000.00	5	\$68,428.20	\$161,571.80
25	AH23-010	Student Center Booth & Carpeting Replacement	\$0.00	\$80,000.00	\$80,000.00	5		\$80,000.00
26	AH23-011	ERU-2 Modification	\$0.00	\$50,000.00	\$50,000.00	5		\$50,000.00
27	PF-AH23-010	Amatrol Restoration	\$0.00	\$10,000.00	\$10,000.00	5		\$10,000.00
28	CW22-005	Infrastructure Evaluation	\$400,000.00	\$0.00	\$400,000.00	5	\$37,105.00	\$362,895.00
29	OR22-004	Building J Video Studio Construction	\$113,250.49	\$5,000.00	\$118,250.49	5	\$46,904.27	\$71,346.22
30	OR23-006	IT Closet Cooling Unit Replacement	\$0.00	\$18,000.00	\$18,000.00	5	\$16,844.24	\$1,155.76
31	OR23-008	Chiller Restoration	\$0.00	\$40,000.00	\$40,000.00	5	\$36,677.00	\$3,323.00
32	OR23-009	Culinary Cooler Repair	\$0.00	\$12,000.00	\$12,000.00	5		\$12,000.00
33	OR23-010	Buildings C&D Elevator Restoration	\$0.00	\$60,000.00	\$60,000.00	5		\$60,000.00
34	RO22-004	Building E Construction	\$74,755,211.32	\$0.00	\$74,755,211.32	5	\$1,154,766.42	\$73,600,444.90
35	SF21-003	Parking Lot Fixture Upgrades	\$408,316.44	\$0.00	\$408,316.44	5	\$311,556.31	\$96,760.13
36	SF22-004	Chiller Plant Upgrade	\$1,301,427.33	\$0.00	\$1,301,427.33	5	\$175,011.61	\$1,126,415.72

1 = Planning 2 = Programming 3 = Design 4 = Bid 5 = Construction 6 = Completed 7 = Postponed 8 = Annual Project

2023 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: March 31, 2023

Row #	Project ID	Project Name	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
37	AH22-010	CREST Canopy Repair	\$15,000.00	\$0.00	\$15,000.00	6		\$15,000.00
38	AH23-006	CREST Flooring Upgrade	\$0.00	\$75,000.00	\$75,000.00	6	\$61,352.91	\$13,647.09
39	CW22-011	Digital Signage Infrastructure	\$355,067.57	\$0.00	\$355,067.57	6	\$135,922.25	\$219,145.32
40	PF-DO23-002	Site Restoration	\$0.00	\$10,000.00	\$10,000.00	6	\$2,413.48	\$7,586.52
41	HL22-004	Chiller Controls Upgrade	\$6,640.00	\$0.00	\$6,640.00	6	\$2,040.00	\$4,600.00
42	OR17-001	Boiler Replacement	\$198,327.00	\$0.00	\$198,327.00	6		\$198,327.00
43	OR20-002	Building J Elevator Restorations	\$826,407.54	\$0.00	\$826,407.54	6	\$457,202.56	\$369,204.98
44	OR20-012	Door Replacements	\$493,297.80	\$0.00	\$493,297.80	6	\$80,272.81	\$413,024.99
45	OR21-003	Parking Lot 1,2,3 Replacement & Reconfiguration	\$1,215,600.88	\$0.00	\$1,215,600.88	6	\$372,696.27	\$842,904.61
46	OR22-008	Room J409 & D212 Remodels	\$80,000.00	\$0.00	\$80,000.00	6	\$67,645.71	\$12,354.29
47	OR23-005	Building J Marketplace Expansion	\$200,000.00	\$0.00	\$200,000.00	6		\$200,000.00
48	RO23-003	Financial Aid Suite Reconfiguration	\$0.00	\$20,000.00	\$20,000.00	6	\$15,541.58	\$4,458.42
49	HL22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	7		\$150,000.00
50	HL22-005	Levinson Hall Restroom Upgrades	\$237,426.25	\$0.00	\$237,426.25	7		\$237,426.25
51	OR23-003	Building A Remodel	\$250,000.00	\$0.00	\$250,000.00	7	\$10,661.00	\$239,339.00
52	OR23-004	Building J Remodel	\$250,000.00	-\$50,000.00	\$200,000.00	7	\$23,730.00	\$176,270.00
53	SF23-002	Master Planning	\$0.00	\$100,000.00	\$100,000.00	7	\$6,860.00	\$93,140.00
54	AH23-001	Site Work & Small Projects	\$500,000.00	-\$90,000.00	\$410,000.00	8	\$50,220.21	\$359,779.79
55	CW23-002	Restroom Upgrades	\$500,000.00	\$0.00	\$500,000.00	8		\$500,000.00
56	CW23-003	Elevator Restoration Program	\$500,000.00	-\$60,000.00	\$440,000.00	8		\$440,000.00
57	CW23-004	Carpet/Flooring Replacement	\$200,000.00	-\$75,000.00	\$125,000.00	8		\$125,000.00
58	CW23-005	Roof Upgrades	\$500,000.00	\$0.00	\$500,000.00	8	\$20,593.50	\$479,406.50
59	CW23-006	Parking Lot Fixture Upgrades	\$100,000.00	\$0.00	\$100,000.00	8		\$100,000.00
60	CW23-007	Paving, Catch Basin & Sidewalk Restorations	\$50,000.00	\$40,000.00	\$90,000.00	8		\$90,000.00
61	CW23-997	Construction Management Core Staff	\$415,500.00	\$22,000.00	\$437,500.00	8	\$254,721.25	\$182,778.75
62	CW23-998	Academic/Campus Enhancements	\$1,000,000.00	-\$495,000.00	\$505,000.00	8		\$505,000.00
63	CW23-999	Emerging Needs / Contingency / Emergency Repair	\$1,000,000.00	-\$142,000.00	\$858,000.00	8		\$858,000.00
64	DO23-001	Site Work & Small Projects	\$50,000.00	-\$10,000.00	\$40,000.00	8	\$2,550.00	\$37,450.00
65	HL23-001	Site Work & Small Projects	\$150,000.00	\$0.00	\$150,000.00	8	\$6,395.00	\$143,605.00
66	OR21-012	Parking Lot Improvements	\$50,000.00	\$0.00	\$50,000.00	8		\$50,000.00
67	OR23-001	Site Work & Small Projects	\$250,000.00	-\$65,000.00	\$185,000.00	8	\$12,141.40	\$172,858.60
68	RO23-001	Site Work & Small Projects	\$150,000.00	\$0.00	\$150,000.00	8	\$18,454.00	\$131,546.00
69	SF23-001	Site Work & Small Projects	\$100,000.00	\$0.00	\$100,000.00	8		\$100,000.00
		Grand Total	\$168,285,725.00	\$0.00	\$168,285,725.00		\$4,520,557.79	\$163,765,167.21

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INFORMATION

Board Agenda Item 8.3
May 16, 2023

INFORMATION TECHNOLOGY QUARTERLY REPORT
January 1, 2023 to March 31, 2023

Quarterly Status Report as of March 31, 2023

Select a Quarter End Date to view the Report:

March 31, 2023 

Description	Location	Status	Progress	2022-23 Budget \$	2022-23 Committed Costs	2022-23 Balance	Multi-year Project
Add OCC Chatbot to IT portal	CW	Implementation		\$0	\$0	\$0	1
CRM Advise	CW	Implementation		\$225,000	\$0	\$225,000	1
Destiny One	CW	Implementation		\$150,000	\$150,000	\$0	1
Ellucian Experience	CW	Implementation		\$112,000	\$112,000	\$0	1
eLumen	CW	Complete		\$77,000	\$77,000	\$0	1
FA-Link	CW	Implementation		\$9,790	\$0	\$9,790	1
Hyflex Classroom Upgrade	CW	Complete		\$350,000	\$301,810	\$48,190	1
Infosilem	CW	Testing		\$45,000	\$45,000	\$0	1
MFA for students	CW	Implementation		\$22,000	\$0	\$22,000	1
MyOCC Electronic Faculty Contracts	CW	Testing		\$42,600	\$42,600	\$0	1
NEOED	CW	Complete		\$0	\$0	\$0	1
Network Core Switching Replacement	CW	Implementation		\$650,000	\$622,202	\$27,798	1
Public Safety Paperless Key application	CW	Not Started		\$0	\$0	\$0	1
SimpleFlex Classroom Upgrade	CW	Complete		\$750,000	\$495,578	\$254,422	1
VDI replacement	CW	Implementation		\$4,200,000	\$4,192,090	\$7,910	1
Totals				\$6,633,390	\$6,038,280	\$595,110	

IT Capital Project Descriptions

Add OCC Chatbot to IT Portal

This is a project to integrate existing Chatbot functionality to the IT Support Center Portal. The Chatbot is Artificial Intelligence (AI) software currently used to improve/streamline our students' interactions. Adding it to our ITSC will expand support availability to 24x7x365; and to help off-load traffic during business hours allowing our front-line staff to handle more complex technical questions and issues.

CRM Advise

CRM Advise offers tools to track student success—increasing retention rates and paving clear paths to graduation. CRM Advise gives you clear, role-based views of the student performance data, helping advisors, faculty, and other student services staff to assist at-risk students more effectively and efficiently using a variety of media, including email, texting, and chat.

Destiny One

Destiny One is a comprehensive web-based Marketing, Communication, Registration, and Management system for OCC's Economic and Workforce Development department offering non-credit courses and programs and corporate training.

Ellucian Experience

This new user interface offers each student a personalized dashboard to check classes, grades and schedules, and stay up to date on financial aid, for example. Integrating with both Ellucian and non-Ellucian solutions, Ellucian Experience provides instant access to content and real-time data using individual configurable "cards".

eLumen

This is an academic tool to replace our aging ARTIS system. eLumen manages assessment of student learning outcomes allowing the college to analyze section, course, and program-level activity guiding institutional improvement by connecting program pathways to individual student learning.

FA~Link

This is a software product from Trimdata which provides real-time, two-way interface allowing students to use Financial Aid and Sponsorship funds, managed through Colleague, to seamlessly pay for books while at the bookstore cash register.

HyFlex Classroom upgrade

A Hybrid-Flexible ('HyFlex') course is a student-centered model of class delivery that can integrate face-to-face instruction, online synchronous video sessions, or asynchronous content delivery. The upgrade involves installing camera-, display-, audio- equipment as well as control hardware, software, and capture technology.

Infosilem

Infosilem is a sophisticated software tool used to automate the management of OCC campus building/room facilities as well as creating optimized academic schedules balancing locations, classrooms, instructors, and course offerings. The tool helps to streamline students' academic pathways to completion as well as improving facility utilization.

MFA (Multi-Factor Authentication) for students

MFA is a security technology that enforces the use of more than one credential when logging into college systems, networks, and computers. MFA creates a stronger, layered defense that makes it more difficult for bad actors to break into college electronic assets. Faculty and staff currently use MFA, this project extends MFA to our entire student population. MFA is also now required to acquire cyber insurance.

MyOCC Electronic Faculty Contracts

This software manages the very complex Faculty contract compensation process. It replaces a program that is no longer available to the college because Web Advisor was discontinued by Ellucian.

NEOED

This software is designed to automate and streamline our HR recruiting and onboarding process. It replaces a system (HireTouch) that was discontinued by the manufacturer.

Network Core Switch Replacement

These network switches are electronics that connect the college's campuses together providing access to servers, telephony, and the Internet. The new switches provide faster connectivity and enhanced security. The existing Core switches were purchased in 2017.

Public Safety Paperless Key application

This software automates the Public Safety process to manage and track the hundreds of physical door keys and electronic access badges throughout the college.

SimpleFlex Classroom upgrade

A simpler design and configuration of the HyFlex installation. This simplified classroom technology configuration includes a camera and video display to enable the instructor to deliver academic content via video (Zoom) to students attending class remotely.

VDI (Virtual Desktop Infrastructure)

VDI is a virtualization technology that hosts a desktop (PC) operating system and/or software on a centralized server in a data center. VDI provides easier access to academic software for students by publishing the software to the device where they log in while allowing better asset utilization for the college by reducing the need for discipline-specific classrooms and labs.



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INFORMATION

Board Agenda Item 8.4
May 16, 2023

OCC FOUNDATION REPORT
QUARTERLY PROGRESS
January 1 to March 31, 2023

The mission of the OCC Foundation is to obtain and allocate financial support to advance the mission and goals of Oakland Community College. The Foundation sets and tracks its goals on a *calendar-year basis* to correspond to the thinking and behavior of the typical donor, but will be converting to reporting on a fiscal-year basis for future reports.

Highlights

The Foundation received two bequests, totalling \$1.1M, from the trusts of late sisters Joan M. Hinkle and Margaret A. Hinkle. The bequests will establish the Margaret A. Hinkle and Joan M. Hinkle College Aid Fund, an endowment that is expected to produce around \$55,000 annually in scholarships for OCC students, in perpetuity. The donation is the largest in OCC's history. To read more, visit: <https://www.oaklandcc.edu/news/press-releases/hinkledonation>

On April 20, the Foundation hosted its annual scholarship luncheon - in-person for the first time since 2019. Over 140 scholarship donors, student recipients, and guests attended the luncheon, hosted by OCC's Culinary classes. Keynote speech was given by Kacy Wolfram, OCC Alumna. The event reception was overwhelmingly positive.

In the first quarter, donors established two new scholarships and funds: Ginther Police Service Endowed Scholarship and the Dylan Drobot Memorial Culinary Scholarship.



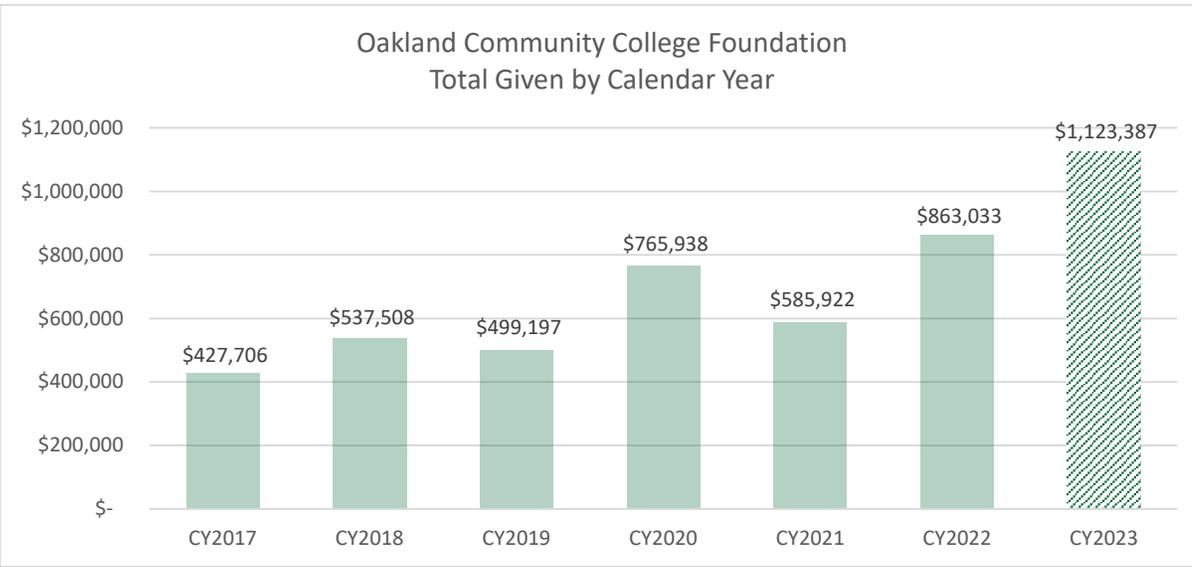
INFORMATION

Board Agenda Item **8.4**
 May 16, 2023

OCC FOUNDATION REPORT
QUARTERLY PROGRESS
January 1 to March 31, 2023

The mission of the OCC Foundation is to obtain and allocate financial support to advance the mission and goals of Oakland Community College. The Foundation sets and tracks its goals on a *calendar-year basis* to correspond to the thinking and behavior of the typical donor, but will be converting to reporting on a *fiscal-year basis* for future reports.

	CY2022 Actual		CY2023 To-Date	
	Count	Amount	Count	Amount
Total	487	\$ 863,033	87	\$ 1,123,387
<u>Giving Level</u>				
\$100,000 and up	1	\$ 101,000	2	\$ 1,077,914
\$10,000 and up	20	\$ 380,594	2	\$ 21,000
\$1,000 to \$9,999	127	\$ 313,858	9	\$ 14,810
Under \$1,000	339	\$ 67,581	74	\$ 9,663



CY2013	\$	370,197
CY2014	\$	441,508
CY2015	\$	375,386
CY2016	\$	276,602
CY2017	\$	427,706
CY2018	\$	537,508
CY2019	\$	499,197
CY2020	\$	765,938
CY2021	\$	585,922
CY2022	\$	863,033
CY2023	\$	1,123,387



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INFORMATION

Board Agenda Item 8.5
May 16, 2023

STRATEGIC PLAN UPDATE

The Office of the Chief Strategy Officer is now officially in process on the deployment of the FY24-26 Strategic Plan. The College has begun to receive grant dollars from D3C3 grant and is in the process on the hiring of positions and acquisition of technological resources to begin the foundational stage of the three-year plan. The goal of doubling graduation continues to be supported by three main bodies of work. These include increasing student success through the National Institute of Student Success (NISS) model for advising and self-service, workforce partnership with MichAuto, and expanding dual and concurrent K-14 partnerships. In April, the Office of the Chief Strategy Officer shared the strategic plan evaluation to the college community. The College conducted its annual strategic plan audit in January, as per usual, with the strategic planning annual calendar. Findings indicated that eight of nine projects were on time leaving one project delayed because of a technical integration issue that required more time than originally thought. All projects for the current year were found to be moving forward and several projects from the prior year were moved to a “closed” status because they had been integrated fully into institutional processes and departmental ownership. There remains continued optimism that the alignment between the Board Ends, college strategy, private funding, and innovations in strategy will keep Oakland Community College moving forward for the next three years.