



OAKLAND COMMUNITY COLLEGE®

Excellence *Empowered.*®

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

May 16, 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 5:52 p.m.

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

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

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

NAYS: None

Motion Carried

4. APPROVAL OF MINUTES

4.1. February 21, 2023 Regular Meeting Minutes

A – ACTION

Trustee Davis MOVED to approve the February 21, 2023 Regular Board Meeting Minutes. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

4.2 April 22, 2023 Special Board Meeting Retreat Minutes

B – ACTION

Trustee Callaghan MOVED to approve the April 22, 2023 Special Board Meeting Retreat Minutes. Trustee Gibson seconded.

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

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments – none

5.2. Student Government Report

Stacey Crews, Dean of Student Engagement, provided an overview of the Office of Student Engagement. It is responsible for overseeing the planning and execution of programs and activities that engage and connect our diverse students at OCC. It also provides programming that creates a sense of belonging, offers leadership development, and supports student success. It also provides direct oversight for student organizations, PTK, Student Government, and peer mentoring. Ms. Crews then provided an update on activities in these areas.

Student Jessica Okoye, a member of Student Club Ignite, brought forward two items the Club is addressing: feminine products on campus and a prayer room on all campuses.

5.3. Academic Report

5.3.1. Academic Senate Update

In his absence, Academic Senate Vice Chair Valerie Emanoil presented Senate Chair John Mitchell's update report. Some of the items discussed included:

- The Ad Hoc Syllabus Reform Committee is pleased to announce that the College has accepted a bid from the Simple Syllabus Company for their software, which will be used to create an outward-facing, flexible, and easily adaptable syllabus template for all faculty to use
- The Senate voted to approve the creation of an ad hoc committee to explore the implications of the closure of the Highland Lakes Campus
- Another new ad hoc committee called the Academic Intervention Committee has been created to review the College's current policies and strategies for academic intervention for students who are in trouble and face sanctions, such as probation
- A Registration Practices Committee has been formed to review all current registration and intake policies and procedures and identify antiquated or convoluted methods to the registration process
- The Ad Hoc Course Completion Committee has also been formed to discuss strategies to increase the college's completion rates

5.3.2. Provost Update

Dr. Berne reported on the following topics:

EMIT Open House

EMIT held an Engineering and Skilled Trades Open House to over 300 attendees on May 4 at the Auburn Hills Campus to provide high school and returning adult students and guests with an

overview of the College's numerous trades-related certificate and degree programs. The Open House was a great success!

Health Professions Career Day at HFWB

Dean of Nursing Tanya McFadden hosted a health professions career day at Henry Ford West Bloomfield where she brought representatives from our health careers (nursing, medical assisting, respiratory therapy). The representatives were able to interact with the employees there many of whom who are looking to expand their abilities. It was a well-received and positive event.

State Initiatives

OCC is participating with all 28 community colleges in an RN to BSN pathway program. We are going to have Oakland University teach a BSN cohort, where our recent graduates can work to obtain their Bachelor of Science degree in Nursing.

In addition, we join 24 of our 28 colleague colleges in a summer catch-up program designed to prepare pandemic impacted students for college success. This summer we will welcome incoming OCC students from our high schools to a fully funded college onboarding experience that includes complimentary laptops, for-credit college coursework, wraparound services, peer collaboration experiences, free transportation, and meals.

D3C3 Update from AA's

Initiatives funded by D3C3 include the implementation of student success technology solutions, such as Ellucian Experience and Ellucian Advise. Additionally, we have begun a gateway course project designed to support students in the twelve general education courses that have the highest disappointing results (DSW rates) and have the most likelihood of creating a barrier to student advancement. We are looking to roll this out in the fall. Lastly, the third strand is the mobility factor, where we will be working on electronic car technology.

Student Success

Students have already participated in graduation events for Nursing, Respiratory Therapy, Diagnostic Medical Sonography, Radiology Technology and Firefighting. Ceremonies still to come are Dental Hygiene, Oakland Police Academy, and Surgical Technology. We look forward to these celebrations as well as to our formal college-wide commencement ceremony on Saturday, May 20.

Nursing Program

We had our national accreditors here for three days this past September. Based on their findings, OCC received full accreditation in the program with no areas of concern.

Lastly, Dr. Berne acknowledged the recent tragic death of Dr. Calandra Green, who was an alumni of our nursing program. She will be greatly missed for her work in Oakland County.

5.4. Chancellor's Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees hired during February, March, and April:
 - Christina Ayar, Vice Chancellor for External Affairs
 - Lynn Cromwell, Secretary (ACCESS)
 - Todd Huffman, Financial Aid Manager
 - Christina "Tina" Kostiuk, Vice Chancellor for Administrative Services

- Zenet Patten, Associate Dean of Nursing and Health Professions
- Nikeisha Alexander, Financial Aid Specialist
- David Buckley, Secretary
- Sara Ivey, Food Services Technician/Cashier/Bookkeeper
- Patrick Langley, Facility Technician
- Rasha Alhashem, Lab Technician Physics
- Bristol Day, International Student Advisor
- Jeffrey Thomas, Custodian
- The following retirees were recognized for their years of service:
 - Dan Kendall, Grounds Keeper – 34 years
 - Matthew Madden, Facility Technician – 10 years
 - Marina McKenzie, Payroll Specialist – 20 years
- Employer of Choice – Outstanding People
 - Faculty members Sharon Cicilian and Tara Broeckel were awarded the Fullbright-Hays scholarship, with Ms. Cicilian spending four weeks in Mexico to learn about shared history and Ms. Broeckel going to Sonoma to explore writing and communication on climate change
 - Emergency Medical Services instructor Sarah Pile is the newest recipient of the National Institute for Staff and Organizational Development Excellence Award, which recognizes individuals doing extraordinary work on college campuses
 - Sandra Harrold-Foster was named OCC's 2023 Diversity Champion
 - Approximately 150 employees and retirees were recognized last month during an anniversary and retirement event held at the Orchard Ridge Campus with approximately 50 employees in attendance
- College of Choice – OCC Student Success
 - Sixteen area students signed “Letters of Intent” to commit to pursue a degree or certificate in one of OCC's technical or public services programs at this national event sponsored by OCC and the National Coalition of Certification Centers (NC3)
 - OCC's juried, multidisciplinary Student Art Exhibition was held for a second year in a row, with the award-winning work being exhibited at the Pontiac Creative Arts Center in April
 - OCC students placed second in the Midwest Region and sixth place nationally in the Student Mathematics League annual competition administered by the American Mathematic Association of Two-Year Colleges
 - The Michigan Community College Association named nine OCC students to the 2023 Michigan All-Academic Team recognizing them for their scholarly achievements
 - Three OCC students walked away with awards at the Michigan Intercollegiate Speech League Novice State Forensic Tournament: Madison Wisdom won second place in Informative; Jessica Okoye won third place in Informative; and Patrick Strand won fourth place in Impromptu
 - The Association of Community College Trustees released a new logo to represent Community College Month, which was designed by our very own student Quantanik Norton who received a cash gift of \$1,250 for her efforts
 - April marked the academic yearend in which OCC held a recognition ceremony honoring 28 outstanding students and 7 outstanding faculty. The OCC Libraries announced 2 winners and 4 honorable mentions of the fourth annual Outstanding Research Paper Competition. Lastly, the Teaching Excellence Award, which is a new initiative by OCC's Teaching and Learning Center, was awarded to selected individuals whose teaching demonstrates an unsurpassed level of excellence and commitment to student success.
- College of Choice – Outstanding Programs
 - The Detroit Drives Degrees Community College Collaborative (D3C3) announced more than \$30 million in support from the Ballmer Group and the Ralph C. Wilson,

Jr. Foundation. This initiative is in partnership with seven southeast Michigan community colleges, including OCC, to ensure student have equitable educational opportunities and graduate with high-value credentials or degrees that lead to good-paying, in-demand jobs with local employers helping to boost the region’s overall prosperity. OCC plans to use the \$6.3 million over the next three years to fund three clusters of work focusing on student success, K-12 partnerships, and career pathways for emerging mobility technologies.

- OCC’s Foundation received its largest bequest ever for approximately \$1.1 million from the trusts of late sisters Joan and Margaret Hinkle. This bequest will establish the Margaret A. Hinkle and Joan M. Hinkle College Aid Fund, an endowment that is expected to produce approximately \$55,000 annually in perpetuity for OCC students.
- College of Choice – Events
 - The second annual DEIJ Empowerment Summit was held in April and recapped DEIJ efforts and accomplishments throughout the year, announced DEIJ award recipients, and featured keynote speaker Smith College Professor Loretta Ross
 - DEIJ offered a workshop later in April entitled, “Cultural Humility: Working with Deaf and Hard of Hearing Individuals”
- OCC in the Media
 - As always, numerous media coverage in the press and online (Report on file)

6. MONITORING REPORT - none

7. ACTION ITEMS

7.1 2024-2028 Proposed Budget and Financial Forecast

C – ACTION

Vice Chancellor for Administrative Services Tina Kostiuk, Director of Budget and Financial Planning Renee Oszust, and Executive Director of Facilities Operations Robert Kelly discussed the proposed budget and financial forecast for fiscal years ending 2024-2028, as well as provided an update on construction projects.

Ms. Oszust began by announcing that the OCC Finance Department once again won the Distinguished Budget Presentation Award for Fiscal Year Beginning July 1, 2022 from the Government Finance Officers Association. She then addressed the following topics:

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

Ms. Kostiuk noted the budget process is a 10-month process and is a 5-year forecast. She also discussed:

- Capital budget
- Future plans:
 - Provide a balanced budget and fiscally responsible financial forecasts
 - Maintain our focus on the College Mission of “empowering our students to succeed and advancing our community”
 - Allocate resources aligned with our Strategic Directions & Objectives
 - Strategize opportunities for enrollment growth, including dual enrollment and increased online offerings
 - Address deferred maintenance and infrastructure improvements on our campuses
 - Utilize Collaborative decision Making for capital project design and implementation within the approved budgets for each project
 - Use data as a key element in decision making

Mr. Kelly provided an update on the following construction projects:

- Royal Oak Culinary Studies Institute – construction begins Spring 2023; Fall 2025 anticipated Grand Opening
- Heath Professions Building at Orchard Ridge 2024
- Auburn Hills CREST Campus: Phase 1: 2023-24 gun range, classrooms and offices; Phase 2: 2027-28 indoor tactical training building
- Auburn Hills Building A Renovation – Waiting for State Capital Outlay funding before making projections

Trustee Bertolini MOVED the Board of Trustees approve the General Appropriations Act for the 2023-2024 fiscal year. Trustee Bryant seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

7.2 2023-2024 Tax Levy of Operating Millage

D – ACTION

Trustee Davis MOVED the Board of Trustees adopt the resolution to levy the maximum annual tax rate and authorize the Vice Chancellor for Administrative Services to notify the proper assessing office of each municipality to effectuate compliance with this resolution. Trustee Callaghan seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

7.3 Appointment of Audit Committee Members

E – ACTION

Trustee Bryant MOVED the Board of Trustees approve Steven Mackey and Kathy Abela to serve as the community members to the OCC Audit Committee. Trustee Callaghan seconded.

Ms. Kostiuk provided a brief background on each of the candidates.

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

NAYS: None

Motion Carried

7.4 Board Policies and Procedures (first reading)

F – ACTION

Assistant General Counsel Beth Rae discussed with the Board the reasons these policies need to be amended.

Trustee Gibson MOVED for the Board of Trustees to approve the first reading of the amended Equal Employment Opportunity Discrimination Prohibition Policy and the amended Freedom of Speech and Expression Policy. Trustee Callaghan seconded.

Chair Jackson and Trustee Callaghan provided some suggested edits to the policies, which Ms. Rae noted and will incorporate in the documents for the second reading.

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

NAYS: None

Motion Carried

8. INFORMATION ITEMS

CONSENT CALENDAR – INFORMATION ITEMS

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

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

NAYS: None

Motion Carried

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

G - INFORMATION
H - INFORMATION
I – INFORMATION
J - INFORMATION
K - INFORMATION

END OF CONSENT CALENDAR – INFORMATION ITEMS

9. BOARD COMMENTS

Trustee Bertolini noted she is excited for commencement.

Trustee Bryant mentioned that her dental hygienist brought up the topic of the Highland Lakes Campus closure. Ms. Bryant explained to her the reasoning behind the closure and that all the medical programs would be moved to the Orchard Ridge Campus. The hygienist then brought up that her daughter had registered for a class at Orchard Ridge Campus, but found out too late that the class was cancelled, but was lucky to get into the class at the Auburn Hills Campus. Trustee Bryant inquired if emails could be sent to students alerting them when their classes are cancelled. Dr. Berne noted that emails are promptly sent once the class has been cancelled, as well as the students are also contacted by phone.

Trustee Callaghan noted a number of higher educational institutions have a tuition-free program based on a salary cap that the family makes, such as U of M and Wayne State. He indicated just this morning he heard that Macomb has a free tuition program in place, which has a salary cap of \$70,000. He inquired if OCC has looked into such a program. The Chancellor commented we are talking internally on how we can package this together to come up with something very similar where at a certain income bracket you have free college tuition because it already exists anyway. We are discussing how to better explain this to our students.

Chair Jackson thanked the Finance team for their informational booklet with so much valuable information. She also shared a video with the Board featuring the Marilyn Violet Foundation. The video depicted Chair Jackson and her daughter Melissa Jackson, who established the Foundation, coordinating the pickup of unsaleable desks from the OCC Orchard Ridge Campus and taking them as a donation to be used by the Burton International Academy in Detroit. The video link will be sent to all trustees.

10. ADJOURNMENT

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

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

NAYS: None

Motion Carried

The meeting adjourned at 8:09 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.