



OAKLAND COMMUNITY COLLEGE®

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**OAKLAND COMMUNITY COLLEGE®**

## **September 27, 2025 Special Board of Trustees Meeting**

A Special Meeting of the Board of Trustees of Oakland Community College will take place on Saturday, September 27, 2025, 9:00 am at 2900 Featherstone Road, M236, Auburn Hills, MI.

### **Agenda**

The purpose of this meeting is for the Board to perform a first reading of proposed Board policy changes/updates, in addition to routine items.

**1. Call to Order**

**2. Attendance**

**3. Approval of Agenda**

**4. Approval of Minutes**

**4.1. August 19, 2025 Special Board Meeting Minutes**

**5. Communications**

**5.1. Community Comments**

**6. Action Items**

**6.1. State of Michigan Appropriation Local Strategic Value Resolution**

**6.2. ACCT Leadership Congress Delegate**

**6.3. Proposed Amended and New Board Policies, Bylaws and Associated Committees -  
First Reading**

Guest: Rose Mercier, The Governance Coach Inc.

**7. Information Items**

None

**8. Board Comments**

**9. Adjournment**

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



# August 19, 2025 Special Board of Trustees

## Meeting Minutes

Oakland Community College  
8/19/2025 6:00 PM EDT

@ A Special Meeting of the Board of Trustees of Oakland Community College will take place on Tuesday, August 19, 2025, 6:00 pm at 2900 Featherstone Road, G240, Auburn Hills, MI.

The purpose of this meeting is for the Board to receive additional information regarding the Public-Private Partnership at the Orchard Ridge Campus.

This meeting will include a request for a closed session under Michigan's Open Meetings Act, pursuant to MCL 15.268(1)(d), to discuss consideration of lease of real estate.

### 1. Call to Order

Chair Bertolini called the meeting to order at 6:04 p.m.

### 2. Attendance

**PRESENT:** K. Bertolini, S. Bryant, M. Burrus, E. Callaghan, P. Jackson **ABSENT:** P. Davis, M. Lambert

### 3. Approval of Agenda

#### **Motion:**

Move to approve agenda.

Motion moved by MiVida Burrus and motion seconded by Pamela Jackson. Motion passed unanimously.

### 4. Approval of Minutes

#### 4.1. July 15, 2025 Special Board Meeting Minutes

 [July 15, 2025 Special Board of Trustees Meeting Minutes.pdf](#)

#### **Motion:**

Move to approve July 15, 2025 Special Board of Trustee meeting minutes.

Motion moved by Pamela Jackson and motion seconded by MiVida Burrus. Motion passed unanimously.

### 5. Communications

#### 5.1. Community Comments

Councilman of sixteen years Michael Bridges from City of Farmington Hills spoke to the Board and audience his support of the Orchard Ridge Athletics Project and the positive impact for the community.

Cassie Clarke, director of sales and marketing for business, and serves on several boards for the City of Farmington Hills, addressed the group about the positive impacts for the community and city of Farmington Hills. A former student athlete herself, knows the positive benefits for student athletes and their academic outcomes.

Mary Leonard read a letter on behalf of Bryce and Courtney Cook, Waterford Township residents whom sons played with the LCAAA hockey program. Their letter explained the support and success of the program and how it builds much more than athletic abilities.

6. Information Items

6.1. OCC Orchard Ridge Campus Public-Private Partnership Presentation

Representatives from RJA, Dickinson & Wright and LCA provided a presentation on additional information regarding the potential partnership, including people involved, and outcomes from College and Community Forums.

7. Consider moving into closed session under Michigan's Open Meetings Act, pursuant to MCL 15.268(1)(d), to discuss consideration of lease of real estate.

**Motion:**

Move to enter into closed session.

Motion moved by Pamela Jackson and motion seconded by MiVida Burrus. Roll Call Vote - AYES: K. Bertolini, S. Bryant, M. Burrus, E. Callaghan, P. Jackson NAYES: None Motion Passed

Entered into closed session at 6:50 p.m.

**Motion:**

Move to return to open session.


Motion moved by MiVida Burrus and motion seconded by Pamela Jackson. Motion passed unanimously.

Returned to open session at 8:35 p.m.

8. Action Items

8.1. Approval of Predevelopment Agreement and Resolution between OCC and LCAAA

 [8.1 Predevelopment Agreement.pdf](#)

 [8.1 OCC Board Resolution Authorizing Predevelopment Agreement 8.19.2025.pdf](#)

**Motion:**

Move that the Board of Trustees authorize the Chancellor to enter into a pre-development agreement with Little Caesars AAA Hockey Club and Olympia Development of Michigan LLC with respect to the proposed lease and development of certain property at the Orchard Ridge campus and providing for other matters related thereto.

Motion moved by Pamela Jackson and motion seconded by MiVida Burrus. Roll Call Vote - AYES: K. Bertolini, S. Bryant, M. Burrus, P. Jackson NAYES: E. Callaghan

Trustee Callaghan noted he will be voting no because he thinks it is flawed. Trustee Jackson whole heartedly disagrees with Trustee Callaghan and will be voting yes.

Trustee Burrus will be voting yes due to all the conversations, forums, and information provided.

Chair Bertolini will also be voting yes, all clerical items will be addressed prior to Chancellor Provenzano signing the PDA.

Trustee Bryant is voting yes and she thinks it is a great project for OCC.

9. Board Comments

Trustee Callaghan stated he received the Macomb Community College Connect in the mail and he reminded that he asked that the Board be brought up to date regarding what we are doing for seniors in our community several months ago. He also mentioned in last Sunday's August 17th edition page 29 of the New York Times there was an article about the changes from Washington in Higher Ed and the impact on Community Colleges.

Trustee Jackson thanked Trustee Bryant for her ADA accommodation to join us tonight. She also announced she became a grandmother last week. In addition, she noted a sticker on the back of her vehicle that states *Together We Will Make A Difference*.

Trustee Burrus thanks the body to work together and be respectful of each other, even in dissent. Appreciates everyone and respects them as a team including staff and leadership. She also stated she appreciates Kathleen Kelly for moving mountains for her with her schedule.

10. Adjournment

**Motion:**

Move to adjourn meeting.

Motion moved by MiVida Burrus and motion seconded by Pamela Jackson. Motion passed unanimously.

Meeting adjourned at 8:50 p.m.



**OAKLAND COMMUNITY COLLEGE®**  
Excellence *Empowered.*®

## **ACTION**

**Board Agenda Item 6.1  
September 27, 2025**

### **STATE OF MICHIGAN APPROPRIATION LOCAL STRATEGIC VALUE RESOLUTION**

#### **PROBLEM/NEEDS STATEMENT**

In order for the College to receive its full appropriation from the State of Michigan, the Board of Trustees must adopt a resolution that certifies to the state budget director the College has met at least four of five best practices listed in three categories of local strategic value:

- a. Economic, Business or Industry Partnerships
- b. Educational Partnerships
- c. Community Services

#### **MOTION**

Move that the Board of Trustees approve the attached State of Michigan Appropriation Local Strategic Value Resolution.

## **OAKLAND COMMUNITY COLLEGE**

At a special meeting of the Board of Trustees of Oakland Community College, State of Michigan, held on the 17<sup>th</sup> day of September 27, 2025, at 9:00 a.m. Eastern Daylight Savings time, at the Auburn Hills Campus Room M236 in Auburn Hills, Michigan, there were:

PRESENT: K. Bertolini, M. Burrus, P. Jackson, M. Lambert

ABSENT: S. Bryant, E. Callaghan, P. Davis

The following preambles and resolution were offered by Trustee ENTER and seconded by Trustee ENTER

WHEREAS, Oakland Community College, State of Michigan (the "College") is a community college district organized and operating under Act 331, Public Acts of Michigan, 1966, as amended ("Act 331"); and

WHEREAS, under the provisions of Public Act 201 of 2012 the College receives State of Michigan appropriations; and

WHEREAS, the appropriation in PA 201 section 201(2)(cc) for local strategic value, as developed in cooperation with the Michigan Community College Association, shall be allocated to each community college; and

WHEREAS, one-third of funding available under the strategic value component shall be allocated to each category described in PA 201 Section 230 subsection (4); and

WHEREAS, the following categories of best practices reflect functional activities of community colleges that have strategic value to the local communities and regional economies: Category A, economic development and business or industry partnerships; Category B, educational partnerships; and Category C, community services.

NOW, THEREFORE, BE IT RESOLVED by the Oakland Community College Board of Trustees, State of Michigan, the Board certifies to the state budget director the College meets or exceeds at least four out of five best practices listed in each category described in PA 201(230)(4) in the following specific ways:



| Best Practices by Category  | Examples of Adherence  |
|---|--|
| <b>Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)</b>                      |  |
| (i) The community college has active partnerships with local employers including hospitals and health care providers. | <p>Oakland Community College (OCC) continues to strengthen its partnerships with local health systems and hospitals to support and expand its health-related academic programs. These partnerships include collaborations with medical care providers across SE Michigan.</p> <p>The College partners with local health systems and hospitals, including Trinity Health, Ascension Providence, Corewell Health, Henry Ford Health Systems, the Detroit Medical Center, McLaren Health and Hurley Hospital for such programs as Certified Nursing Aide, Patient Care Technician and Sterile Processing.</p> <p>OCC partners with Henry Ford Health to provide “Grow Your Career” events two times per year; which aims to showcase the Nursing and Health Programs to internal Henry Ford employees. This program offers Henry Ford Health employees the opportunity to use tuition reimbursement dollars in combination with State of Michigan funding opportunities to return to college to advance their careers. In 2025, the event expanded to feature not only Nursing and Health Programs, but other careers employed by Henry Ford Health, such as Public Safety Officers, Computer Technicians, and Electrical Technologies.</p> <p>OCC was a partner in the Strengthening Community College Grant with Grand Rapids, Lansing, Muskegon and Alpena Community Colleges. Through this grant the college is developing and delivering training programs in Sterile Processing, Certified Nurse Assistant (CNA), Patient Care Technician and Mammography Technician. These partners provide clinical sites and placement opportunities for participants.</p> <p>OCC has entered into a unique partnership with a local employer, the Zekelman Holocaust Museum, allowing Nursing students to engage in clinical rotations at the museum. We are also working with the Museum’s Director to produce educational video content by the Museum’s Director that will be integrated into our Medical Law and Ethics course. This partnership offers a distinctive and meaningful learning experience for our students.</p> |
| (ii) The community college provides customized on-site training for area companies, employees, or both.               | <p>The College has 15 current Michigan New Jobs Training (MNJT) Program contracts with area companies totaling nearly \$4.5 million. New or amended contracts this past year include Magna International, Williams International, Webasto Roof Systems, Lee Machinery Movers and dSPACE.</p>   |

| Best Practices by Category   | Examples of Adherence   |
|--|---|
|  | <p>In addition, OCC offers a variety of contract training services to business and industry, including Leadership Series, Advanced Manufacturing, Information Technology, Project Management (PMP) Certification; Prep, Microsoft Office, Apprenticeship Programs, Robotics, Programmable Logic Controls (PLC), Diversity Equity and Inclusion and Teambuilding Courses.</p> <p>Through the delivery of a grant with Oakland County MichiganWorks! OCC provides professional development training programs for MichiganWorks! staff in specialized training areas such as Leadership Perspectives: Handling Angry and Hostile Customers, Cultural Awareness and Response to Active Shooter Situations.</p> <p>Additional partnerships with employers centered on training in advanced manufacturing and skilled trades include General Motors, American Axle, Magna International, Stellantis, HURCO, Triple Inc. and FANUC among others.</p>         |
| (iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.                                  | <p>OCC is a partner in the Goldman Sachs 10,000 Small Business (10KSB) Program. This program is designed to support eligible small business owners as they help drive economic growth in their local communities. The program focuses on immediately applicable, practical skills in topics such as negotiation, marketing and employee management. The 10KSB Program allows small business owners the opportunity to learn from other like-minded business owners, receive expert advice from business professionals and get one-on-one business advising. OCC provides faculty members that coordinate, consult and facilitate the program. Other staff members participate in candidate selection, module training as well as connect small businesses with a variety of resources offered around the state. The program currently has graduated 36 cohorts and are approaching 1000 scholars/small businesses who have completed the program.</p> |
| (iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center. | <p>The College operates a Michigan Technical Education Center (MTEC) at the Auburn Hills campus, specializing in the delivery of skilled training for Advanced Manufacturing and other areas. This MTEC provides skills training for companies and individuals in manufacturing, Information Technologies, and other areas with a focus on current and future skills in-demand by employers.</p>  |
| (v) The community college has active partnerships with local or regional workforce and economic development agencies.  | <p>The College is an active partner with workforce development agencies such as the Workforce Intelligence Network for Southeast Michigan (WIN), Michigan New Jobs Training (MNJT) Program and</p>  |

| Best Practices by Category | Examples of Adherence   |
|----------------------------|---|
|                            | <p>Oakland County Michigan Works! OCC is the lead institution in \$4 million Closing the Skills Gap grant from the U.S. Department of Labor to expand apprenticeships. We have partnered with WIN and 13 other institutions in this grant.</p> <p>OCC continues to work closely with Oakland County to present the Annual Oakland County Economic Outlook luncheon. This event is a regional favorite in large part due to the presentations from economists that discuss the economic climate in Oakland County with key insights for planning and budget implications for employers.</p> <p>OCC has also partnered with WIN on major grants including:</p> <ul style="list-style-type: none"> <li>• H1-B One Workforce/Industry Infinity Grant. This \$10 million grant focuses on training programs in Advanced Manufacturing, Logistics, Transportation and Cybersecurity.</li> <li>• EV Jobs Academy grant. A \$5 million grant to develop and scale electrified vehicles and mobility training for new automotive industry jobs.</li> <li>• Apprenticeship Building America grant. A \$6 million grant expanding apprenticeships and pre-apprenticeships in traditional and non-traditional areas.</li> </ul> <p>OCC is a member of the Detroit Drives Degrees Community College Collaborative (D3C3), a cross-sector collaboration between community colleges, local industry experts, and workforce development agencies supported by funder investment. The three focus areas of the collaborative span student success, K-12 alignment, and sector-based employer pathways (mobility). The collaborative is conducting regional work to improve college access, equity, and completion leading to economic mobility and growth. Several other major collaborative/regional grant proposals are pending.</p> <p>Economic development partnerships include organizations and agencies such as Automation Alley, Oakland County Economic Development &amp; Community Affairs and Southeast Michigan Council of Governments (SEMCOG).</p> <p>OCC holds a seat on the boards of the City of Troy LDFA, Rochester Hills LDFA, Automation Alley, Oakland County Workforce Development Board and WIN.</p> |

| Best Practices by Category   | Examples of Adherence  |
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| <b>Category B: Educational Partnerships (must meet 4 of 5)</b>   |  |
| <p>(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.</p> | <p>OCC has statewide articulation agreements through the Michigan Department of Education for several CTE programs.</p> <p>OCC offers dual enrollment for high school students, and has three early middle college programs:</p> <ul style="list-style-type: none"> <li>• Oakland Early College, a school of choice program through the West Bloomfield School District (est. 2008);</li> <li>• Oakland Accelerated College Experience (ACE, est. 2013), an early college program through Oakland Schools for students in participating Oakland County districts; and</li> <li>• Oakland Technical Early College (est. 2016) with Oakland Schools ISD.</li> </ul> <p>During 2024–2025, OCC’s Office of Dual Enrollment and K–12 Partnerships engaged nearly 1,100 high school and middle school students and more than 100 counselors and educators through events and outreach.</p> <p>OCC has an established Articulation Agreement with Ironworkers Local 25, and looks to do the same for Local 324 Operating Engineers. Both agreements allow for students to transfer to a local union and union members to transfer to OCC.</p> |
| <p>(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.</p>   | <p>In 2024–2025, OCC’s Office of Dual Enrollment and K–12 Partnerships expanded enrichment opportunities for area middle and high school students by hosting on-campus experiences and participating in school-based events. Nearly 1,100 students and more than 100 counselors and educators were engaged through initiatives such as:</p> <p>Guiding Stars Appreciation Breakfast<br/> Ferndale and Royal Oak Middle School visits<br/> Dual Enrollment Lunch and Learns<br/> A virtual Winter Cohort<br/> Over 30 Virtual Information Sessions with more than 500 RSVPs and 175 attendees<br/> Detroit Economic Club Readiness Academy<br/> College Bound Brunch<br/> Bridges to Success summer program</p> <p>These programs provided early exposure to college environments, career pathways, and academic opportunities that support long-term student success.</p> <p>As of 2024-2025, the OCC Office of Dual Enrollment and K-12 Partnerships served on both the Lake Orion High School Advisory Board and the Pontiac High</p>  |

| Best Practices by Category  | Examples of Adherence   |
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|   | <p>School Career Pathways Advisory Board, assisting Pontiac High School in promoting career options in Business, IT, Manufacturing, Engineering and Healthcare to their students.</p> <p>OCC Admissions regularly hosts campus tours at each of OCC's five campus locations. During these tours, students get to discover available programs and the careers they can lead to, meet faculty, and also learn about the steps to becoming a student at OCC. Admissions hosted 136 campus tours during the 2024-2025 academic year. 1,695 students RSVP'd for these tours.</p> <p>OCC supports three Promise Zones with active cohorts of students: Pontiac, Hazel Park and Detroit. The Career Services Department at OCC provides classroom presentation on employment preparation to OCC's Summer to Bridges and Jump Start programs, Camp Oakland, Farmington STEM Academy and more as well as participates in High School Mock Interview Days for K-12 schools. OCC hired a Career Continuum Coordinator to connect and engage youth in career exploration opportunities within the STEM, Manufacturing, Welding, Metrology program areas through outreach, industry tours, job shadowing, and work-based learning experiences to grow pipeline of skilled talent in the Maritime/Navy industry sector.</p> |
| <p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p> | <p>OCC partners with all three regional Promise Zones (PZ) – Detroit, Hazel Park, and Pontiac. The College provides office space for Promise Zone and Oakland80 Navigators (employed by Oakland County) coaches; and OCC support services guide these students through the transition to college.</p> <p>OCC Admissions service area includes 106 area high schools with four Admissions Coordinators assigned geographically to support and encourage students to consider college after high school. During 2023-2024, OCC Admissions participated in 247 outreach events that were geared towards traditional-aged students at area high schools.</p> <p>OCC partners with several different organizations that serve high school students such as Gear Up, Micah 6, TRIO, and the local promise zones, to foster student interest and confidence in post-secondary opportunities. OCC is a longtime partner with the Detroit Economic Club (DEC) to offer a Career Readiness event for students from 12 area high schools at the Auburn Hills Campus. The event provides exposure to various programs offered at OCC, with the primary focus on skilled trades programs and public safety. The outlooks relating to employability, income, and the education/skills</p>                                   |

| Best Practices by Category   | Examples of Adherence  |
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|  | <p>required for these programs are covered.</p> <p>The Admissions department hosts live, virtual Getting Started sessions that walk students through the process of how to complete the steps to successfully enroll at OCC. The OCC Admissions team also conducts several of these visits at area high schools during the year.</p>   |
| <p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation and testing, or recruiting, advising, or orientation activities specific to adults.</p> | <p>The Admissions office hosts virtual information sessions on Michigan Reconnect, with a goal of informing prospective adult students of requirements, benefits and steps to utilize the program to further their education.</p> <p>In July 2024, OCC hosted Reconnect on Campus events at the Auburn Hills and Orchard Ridge Campuses aimed at growing interest and confidence in prospective adult students considering college. Prospective students were invited to campus to hear from current/former adult students about the benefits and challenges of attending college as an adult. Representatives from Counseling, Financial Aid and Oakland80 were also present to provide tips for success. In total, 340 RSVPs were received for the events with actual attendance of around 100.</p> <p>Career Services offers a free online Job Board, called Handshake to all students and alumni. We have 42,000 students on Handshake 1M employers from around the world.</p> <p>Career Services also hosts Internship and Career &amp; Resource Fairs at AH, RO and SF Campuses. In addition, Career Services coordinates Student Employment for students seeking employment on and off-campus including Federal Work Study. Career Services provides virtual and in-person information sessions to students, alumni and the community from Job Search Techniques, to Resume Writing, Professionalism, Interviewing and Internships at OCC. As part of college readiness, career preparation is also an important part of a student's education when planning their career goals/life. Career Services also provides employer classroom presentations, industry tours, off-campus events to expose students to the workforce. Career Services has also partnered with JobScan, a one-size resume/cover letter builder, ATS, and mock/virtual interviewing AI powered platform.</p> |
| <p>(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p>   | <p>The College has active and collaborative partnerships regionally, statewide and nationally with 4-year colleges and universities and a Michigan public community college to enhance awareness, create opportunities and promote</p>   |

| Best Practices by Category | Examples of Adherence  |
|----------------------------|--|
|                            | <p>successful transfer through institutional partnership agreements, master articulation agreements, articulation agreements, program agreements, pathways agreements, reverse transfer agreements, Michigan Transfer Agreement, MiTransfer Pathways and MiWorkforce Pathways participation, Michigan Transfer Network (MTN), transfer events, transfer resource webpages and more.</p> <p>Currently, OCC has approximately 82 transfer-oriented agreements with 40 partnering institutions covering 70 OCC academic programs.</p> <p>For the 2024-2025 academic year the following articulation agreements were executed.</p> <p>Eastern Michigan University –<br/>Bachelor of Science – Construction Management<br/>Bachelor of Science – Paralegal</p> <p>Lake Superior State University –<br/>Bachelor of Science – Mechanical Engineering</p> <p>Madonna University –<br/>Bachelor of Science – Paralegal Studies</p> <p>Northern Michigan University –<br/>Bachelor of Science – Art and Design/Graphic Design Concentration</p> <p>Oakland University –<br/>Bachelor of Science – Biology<br/>Bachelor of Science – Chemistry<br/>Bachelor of Science – Early Childhood Education</p> <p>Oakland Community College is an active participating member of the Detroit Regional Chamber Credit Mobility Coalition (Detroit Drives Degrees Community College Collaborative (D3C3))</p> <p>Additional Resources Employed to Enhance Transfer Opportunity Awareness -</p> <ul style="list-style-type: none"> <li>• Transfer Table Visits – OCC welcomes transfer admissions representative campus visits for all of the five OCC</li> </ul> |

| Best Practices by Category | Examples of Adherence   |
|----------------------------|---|
|                            | <p>campuses and promoted the visits on the College Events Calendar. Nearly 120 campus visits by 19 public and independent four-year colleges/universities, schools/colleges/departments occurred during the 2024-2025 academic year.</p> <ul style="list-style-type: none"> <li>• Transfer Fairs – During the fall semester of the 2024-2025 academic year OCC conducted two transfer fairs at the two largest campuses (Auburn Hills &amp; Orchard Ridge) offering afternoon and evening sessions with 52 participating institutions.</li> <li>• Presentations – During the fall semester of the 2024-2025 academic year, the College participated in a Lunch and Learn – Paralegal Transfer Discussion and a DeRoy Education Partners (DeEP) Fellows – Mental Health/Pre-Social Work Transfer Opportunities Discussion.</li> <li>• OCC regularly assists students with transfer questions and concerns via telephone, email, Zoom and face-to-face meetings.</li> <li>• Webpages – Oakland Community College maintains 20 webpages that provides transfer information with several additional links to external transfer resources.</li> <li>• College Transfer Success Guide</li> <li>• Four-Year College &amp; University Transfer Events</li> <li>• Maritime Engineering</li> <li>• Michigan Transfer Pathways <ul style="list-style-type: none"> <li>a. Art Program Worksheet</li> <li>b. Biology Program Worksheet</li> <li>c. Business Program Worksheet</li> <li>d. Communication Program Worksheet</li> </ul> </li> </ul> |



| Best Practices by Category  | Examples of Adherence  |
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|   | <ul style="list-style-type: none"> <li>e. Criminal Program Worksheet</li> <li>f. Exercise Science Program Worksheet</li> <li>g. Mechanical Engineer Program Worksheet</li> <li>h. Psychology Program Worksheet</li> <li>i. Social Work Program Worksheet</li> <li>• Michigan Workforce Pathways</li> <li>• Questions to Ask Transfer Admissions</li> <li>• Transfer Credit Agreements</li> <li>• Transfer Guides               <ul style="list-style-type: none"> <li>a. Transfer Guides</li> <li>b. Transfer Credit Agreement Guides - By Institution</li> <li>c. Transfer Credit Agreement Guides - By Program</li> </ul> </li> <li>• Transfer Student FAQs</li> <li>• Reverse Transfer Agreement</li> </ul> <p>Career Services confers Department of Labor and Office of Apprenticeship and Journeyperson cardholders to have OCC award credit for prior learning.</p> <p>Career Services also collaborates with employers on internship opportunities for students and apprenticeships/sponsorships. OCC had 17 new apprentices for Winter 2025, 7 new apprentices for Summer 2025 and 15 new apprentices for Fall 2025. Employer &amp; Sponsors: Quasar, Baker Industries, Bud's Heating and Cooling, Pottery Barn, Gesher Human Services, New Gateways, FANUC, ThyssenKrupp, Valiant, LMM, Henry Ford Health, HMS, Kostal, Williams International, Elite Management to name a few.</p> |
| <b>Category C: Community Services (must meet 4 of 5)</b>  |  |
| (i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.  | The College offers continuing and community education courses in culinary, personal finance, and motorcycle safety. OCC delivers continuing education virtual offerings, launching more than 80 courses and 12 training programs in online and webinar formats.  |
| (ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds. | <p>The College hosts and/or sponsors many opportunities for community engagement, including:</p> <ul style="list-style-type: none"> <li>• Sponsorship - Milford Memories – a summer festival that includes a community art show, local entertainment and activities and events for the community at-large.</li> <li>• Sponsorship – OCC is a sponsor of the Farmington Farmer's Market and supports</li> </ul>   |

| Best Practices by Category  | Examples of Adherence   |
|---|---|
|   | <p>the market and community by hosting information tables for Admissions, Engineering, Manufacturing and Industrial Technology, Health Sciences, Dual Enrollment and Community Education.</p> <p>OCC's Jazz and Concert Bands give community members the opportunity to join current students in these ensembles as they prepare and present concerts to the public throughout the year.</p>  |
| <p>(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.</p> | <p>The College operates public facilities including libraries, computer labs, theaters, and art exhibits. Civic and community organizations utilize OCC's two theaters for concerts, plays and other events.</p> <p>Fall 2024, OCC produced a musical, Charlie Hustle that was open to the public at the Orchard Ridge campus.</p> <p>The OCC Culinary Studies Institute hosts buffet lunches and formal dinners during the fall and winter semesters, and operates a restaurant and bakery, all open to the public.</p> <p>The College hosts the largest installation of the Detroit Institute of Arts (DIA) Inside Out program, with reproductions of 18 masterpieces publicly displayed across five campuses.</p> <p>OCC hosted a free community speaker series for the general public at the Royal Oak campus:</p> <ul style="list-style-type: none"> <li>• October 2024 – DIA and OCC partnered for a free community event to discuss a current exhibit at the Detroit Institute of Arts with the Curator of Arts of Asia and the Islamic World.</li> <li>• March 2025 – An Evening with the Detroit Zoo at OCC. The CEO of the Detroit visited with the community at OCC and provided an insightful presentation on the Detroit Zoo covering career paths, exhibits and long-term plans for programming.</li> </ul> |

| Best Practices by Category   | Examples of Adherence   |
|--|---|
| (iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas. | <ul style="list-style-type: none"> <li>Wellness – OCC campuses are community friendly in that the general community can be found taking walks along the nature trails, walking pets and teaching new drivers in the parking lots.</li> <li>This past fall, OCC was home to a senior Pickleball league at our Highland Lakes gym.</li> </ul>   |
| (v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.   | <p>OCC’s Human Resources team did a day of service at Forgotten Harvest Detroit which is a local food bank that delivers food to local charities.</p> <p>OCC’s Dental Hygiene Clinic offered numerous Kids Night! events during the winter semester. These events offered free teeth cleaning, dental exams, and limited x-rays to any child in the community.</p> <p>The college is a sponsor and participant of the Chaldean Community Foundation’s semi-annual employment fair which is open to the community at large. Human Resources and Admissions attend and represent the college.</p> <p>OCC partners with the City of Royal for the annual Juneteenth celebration held at the site of the local farmer’s market. OCC provides information and resources at the college and plays a support role as needed to event organizers.</p> <p>Our Public Safety Department is a longtime partner with the City of Auburn Hills for the annual National Night Out event held in August every year, which focuses on crime prevention, strengthening neighborhood spirit and police-community partnerships.</p> <p>OCC is a sponsor for the Pontiac area Holiday Extravaganza and in addition, OCC athletes lead the holiday parade carrying the parade banner in holiday reindeer attire. The event is free to the public and includes the cities of Pontiac, Auburn Hills, Waterford and White Lake.</p> |

A VOTE WAS TAKEN.

THE RESOLUTION WAS DECLARED ADOPTED.

---

Kathleen A. Bertolini, Chairperson  
Board of Trustees, Oakland Community College

STATE OF MICHIGAN)

ss.

COUNTY OF OAKLAND)

**CERTIFICATION**

The undersigned, being the duly qualified and acting Secretary of the Board of Trustees of the Oakland Community College, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Oakland Community College Board of Trustees at its special meeting held on the 27th day of September, 2025, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the College. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

---

Pamela S. Jackson, Secretary  
Board of Trustees, Oakland Community College



OAKLAND COMMUNITY COLLEGE®  
Excellence *Empowered.*®

## ACTION

Board Agenda Item 6.2  
September 27, 2025

### ACCT LEADERSHIP CONGRESS DELEGATE

#### PROBLEM/NEEDS STATEMENT

The ACCT designated Oakland Community College is entitled to one vote during the upcoming ACCT Leadership Congress to take place in New Orleans on October 22-25, 2025. Board members attending the Congress are Kathleen Bertolini, MiVida Burrus, Pamela Jackson, and Meg Lambert.

#### MOTION

Move that \_\_\_\_\_ serve as Oakland Community College's voting delegate at the ACCT Leadership Congress in New Orleans on October 22-25, 2025.



## **ACTION**

**Board Agenda Item 6.3  
September 27, 2025**

### **Proposed Amended and New Board Policies, Bylaws and Associated Committees (First Reading)**

#### **PROBLEM/NEEDS STATEMENT**

The Board Policy Committee proposes amended and new Board policies, bylaws, and associated committees. The amended and new policies, bylaws and committees are intended to supersede all existing Board of Trustee policies, bylaws, and committees. To the extent the language of these policies, bylaws and committee conflicts with any portion of any other previously existing policy, bylaw or committee, the new language is intended to control.

The Board Policy Committee has worked tirelessly this year, meeting close to a dozen times to refine and develop the proposed amendments and new policies.

#### **WHY THE ACTION IS BEING RECOMMENDED**

To fully align the Board of Trustee policies, bylaws and committees with the current Policy Governance platform.

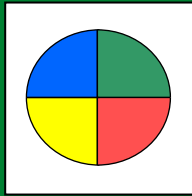
#### **MOTIONS**

Move the Board of Trustees approve the first reading of the amended and new Board policies and associated committees to take effect November 1, 2025. The amended and new policies shall supersede any previously existing policies and associated committees on the same subject matter. To the extent the language of the policies conflicts with any portion of any other previously existing policy, the new language shall control.

Move the Board of Trustees approve the first reading of the new bylaws to take effect November 1, 2025. The new bylaws shall supersede any previously existing bylaws on the same subject matter. To the extent the language of these bylaws conflicts with any portion of any other previously existing bylaw, the new bylaw language shall control.

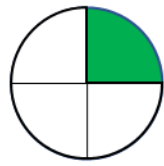
# OAKLAND COMMUNITY COLLEGE

## POLICY MANUAL



| ENDS                                       |      | GOVERNANCE PROCESS                            |      |
|--|------|---|------|
| E-00                                       | p. 2 | GP-00 Global Governance Commitment            | p.17 |
| E-01 to E-06                               | p. 2 | GP-01 Governing Style                         | p.18 |
|  |      | GP-02 Board Job Contributions                 | p.19 |
|  |      | GP-03 Board Planning Cycle and Agenda Control | p.21 |
| <b>EXECUTIVE LIMITATIONS</b>               |      | GP-04 Role of the Chair                       | p.24 |
| EL-00 Global Executive Limitation          | p.3  | GP-05 Role of Vice-Chair                      | p.25 |
| EL-01 Treatment of Students                | p.4  | GP-06 Board Committee Principles              | p.26 |
| EL-02 Access to Education                  | p.5  | GP-06.1 Audit Committee Charter               | p.27 |
| EL-03 Treatment of Employees               | p.6  | GP-06.2 Ownership Linkage Committee Charter   | p.29 |
| EL-04 Planning                             | p.7  | GP-06.3 Governance Committee Charter          | p.31 |
| EL-05 Financial Conditions & Activities    | p.9  | GP-07 Board and Committee Expenses            | p.33 |
| EL-06 Asset Protection                     | p.10 | GP-08 Board Code of Conduct                   | p.35 |
| EL-07 Compensation & Benefits              | p.12 | GP-09 Investment in Governance                | p.38 |
| EL-08 Communication & Support to the Board | p.13 | GP-10 Board Linkage with Ownership            | p.40 |
| EL-09 Organizational Integrity             | p.15 | GP-11 Handling Operational Complaints         | p.41 |
| EL-10 Land Development and Construction    | p.16 |   |      |
| <b>BOARD-MANAGEMENT DELEGATION</b>         |      |   |      |
| BMD-00 Global Board Management Delegation  | p.42 | BMD-04 Monitoring of CEO Performance          | p.46 |
| BMD-01 Unity of Control                    | p.43 | BMD-05 CEO Succession                         | p.48 |
| BMD-02 CEO Accountability                  | p.44 | BMD-06 CEO Compensation                       | p.50 |
| BMD-03 Delegation to the CEO               | p.45 |   |      |

# Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Ends

**Number:** E

**Date Approved:** 10-20-2025

**Policy Type:** Ends

**Date Amended:**

**Date Last Reviewed:**

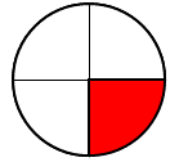
Oakland Community College exists so that:

Students and residents are enabled to advance their economic mobility and personal growth and contribute to the economic and social vitality of Oakland County and the regional community warranting continuing investment by taxpayers and individuals/[OR] worth the continued investment of individual and taxpayers' money.

1. Students acquire the knowledge, skills and self-confidence required for employment and career advancement in a global economy.
  - 1.1. Graduates seeking employment have credentials for jobs that pay family-sustainable wages.
  - 1.2. Students develop life and leadership skills.
2. Students identify, pursue, persist and complete their academic goals.
3. High school students can obtain dual credits. Students seeking to transfer to upper division colleges and universities have the required course and program credits or qualifications for success in those institutions.
  - 3.1. Students have accurate information about agreements and opportunities.
4. Students' skills and knowledge prepare them for entry level employment or industry recognized apprenticeships.
5. Individuals upgrade occupational skills, retrain for new jobs, or prepare for a new career.
  - 5.1. Adult students successfully transition to college.
6. Economic, social and cultural well-being of the County and region is enhanced.
  - 6.1. Employers have access to workforce training, consulting and technical assistance that support improved business productivity and profitability
    - 6.1.1. Businesses have qualified trained workers available to meet their needs.
  - 6.2. Residents have the opportunity to improve their quality of life.
    - 6.2.1. Residents have opportunities to pursue personal enrichment.
    - 6.2.2. Residents participate in social, cultural, arts and wellness experiences.



## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** General Executive Constraint

**Number:** EL-00

**Date Approved:** 10-20-2025

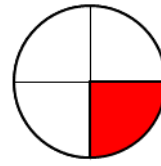
**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

# Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Treatment of Students

**Number:** EL-01

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

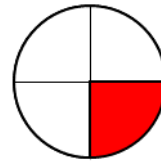
**Date Last Reviewed:**

The CEO shall not cause or allow conditions, procedures or decisions related to the treatment of students that are unsafe, unfair, disrespectful, or unnecessarily intrusive.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Permit students and others who use College property to be without reasonable protections against hazards or conditions that might threaten their health, safety or well-being.
  - 1.1. Allow students to be without current, enforced policies that minimize the potential for exposure to discrimination and harassment, provide remedy for discrimination or harassment situations, and provide methods for dealing with individuals who harass and discriminate.
2. Deliver programs in a manner that is insensitive to students' culture and/or ethnicity.
3. Permit violation of student confidentiality and privacy, except where specific disclosure is required by legislation or regulation.
  - 3.1. Use forms or procedures that elicit information for which there is no clear necessity.
  - 3.2. Use methods of collecting, reviewing, storing or transmitting student information that inadequately protect against improper access to personal information.
4. Permit admission, registration, evaluation, or recognition processes that treat students unfairly.
5. Permit unfair, inconsistent or untimely handling of student complaints.
  - 5.1. Permit students to be without a process for registering a complaint or concern, including an appeal process, or to be uninformed of the process.
  - 5.2. Retaliate against any student for non-disruptive expression of dissent.

## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Access to Education

**Number:** EL-02

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

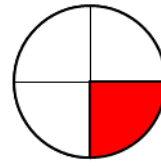
**Date Last Reviewed:**

The CEO shall not allow conditions that unnecessarily restrict student or potential student access to education.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Cause or allow the setting of tuition fees that are not based on the nature and number of instructional hours, requirements for special services, requirements for total cost recovery or a contribution to the overhead of the College, and a reasonable balance of fiscal responsibility between students and taxpayers, within the context of facilitating access to programs and courses.
2. Permit academically qualified students with disabilities or insufficient economic means, to be without a supportive environment that, without compromising academic standards, wherever possible enables them to complete their programs.

# Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Treatment of Employees

**Number:** EL-03

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

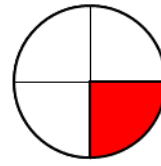
The CEO shall not cause or allow a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with employees' ability to do their jobs.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Allow employees, or those seeking to be employees, to be without current, enforced, written human resource procedures that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
  - 1.1. Permit employees to be without adequate protection from discrimination, harassment and bias.
  - 1.2. Permit employees to be uninformed of the performance standards by which they will be assessed.
2. Permit workplace conditions which do not comply with current collective bargaining agreements or the rules, regulations or procedures pertaining to staff and faculty labor unions or union labor agreements.
3. Retaliate against any employee for non-disruptive expression of dissent.
4. Allow employees to be unprepared to deal with emergency situations.
5. Permit staff to be without reasonable opportunity for professional growth and development.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Planning

**Number:** EL-04

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

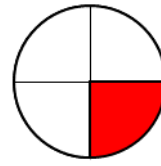
The CEO shall not permit planning that allocates resources in a way that risks fiscal jeopardy or that is not aligned with achievement of the board's Ends.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Operate without a documented, multi-year strategy that can be expected to achieve a reasonable interpretation of the Ends.
  - 1.1. Permit planning that does not explain and justify objective business assumptions and identify relevant environmental factors.
2. Permit budgeting for any fiscal period or the remaining part of any fiscal period that is not derived from the multi-year plan.
3. Permit financial planning that omits credible projection of revenues and expenses, separation of capital expenditures and operational expenses, fund balance, and disclosure of planning assumptions.
  - 3.1. Projects registration revenue on any basis other than the current Board-authorized tuition fees.
4. Permit financial planning that risks any situation or condition described as unacceptable in the "Financial Condition and Activities" policy.
5. Permit financial planning that does not provide the amount needed annually by the Board, such as costs of fiscal audit, Board development, Board and committee meetings, Board legal fees, and ownership linkage.
6. Permit planning that endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Ends in future years.
  - 6.1. Operate without succession plans to facilitate smooth operations during key personnel transitions and ensure competent operation of the organization over the long term.

- 6.2. Permit the College to be without sufficient organizational capacity and current information about CEO and Board issues and processes for the competent operation of the organization to continue in the event of sudden loss of CEO services.
- 6.2.1. Permit CFO (Vice Chancellor for Administrative Services) to be unprepared to assume operation of the organization for a Board determined interim period.

# Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Financial Conditions and Activities

**Number:** EL-05

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

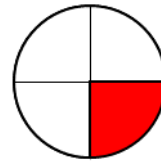
**Date Amended:**

**Date Last Reviewed:**

With respect to the actual, ongoing financial conditions and activities, the CEO shall not cause or allow the development of fiscal jeopardy or actual expenditures that are not aligned with achievement of the Board's Ends. Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Use any portion of a restricted fund balance for purposes other than those for which the fund was established.
2. Allow the College's cash position in any month to be less than is needed to satisfy obligations in that month.
  - 2.1. Allow the operating fund balance to be less than the average of three months' operating expenses.
3. Allow the untimely payment of payroll and debts.
4. Write off receivables without having first aggressively pursued payment after a reasonable grace period.
5. Allow tax payments or other government ordered payments or reports to be overdue or inaccurately filed.
6. Acquire, encumber, sell or convey land or buildings.
7. Engage in entrepreneurial activity inconsistent with contribution to the overall Ends of the college in order to generate revenue.
8. Enter into any grant arrangement or fundraising initiative that does not emphasize the production of Ends.
9. Use any resources of the College, to contribute to, or pay for fundraising events for, any political party or candidate for public office.

# Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Asset Protection

**Number:** EL-06

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

The CEO shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

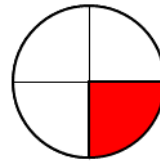
Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Permit the organization to have inadequate bonding and/or inadequate insurance against property and casualty losses.
  - 1.1. Permit the organization to insure its property with inadequate valuation and limits and for damage due to an insufficient scope of perils.
    - 1.1.1. Permit the organization to have inadequate insurance for theft, disappearance or destruction of money and securities inside or outside the premises.
  - 1.2. Permit the Board members, College staff and individuals engaged in activities on behalf of the organization, or the organization itself, to have inadequate liability insurance.
  - 1.3. Permit the organization to have inadequate Privacy/Cyber insurance.
2. Allow personnel who are not included under a bond or fidelity and faithful performance insurance to have access to material amounts of funds.
3. Unnecessarily expose the organization, its Board members or staff to claims of liability.
4. Receive, process or disburse assets under controls that are insufficient to meet the Board-appointed auditor's standards.
5. Cause or allow buildings and equipment to be subjected to improper wear and tear or insufficient maintenance.
6. Allow the organization to operate without a plan to mitigate loss to organizational assets damaged by a disaster and to expedite recovery from a disaster.
7. Make purchases that do not result in an appropriate level of quality, after-purchase service and value for dollar, or do not provide opportunity for fair competition.



8. Compromise the independence of the Board's audit or other external monitoring or advice.
9. Permit investments that are inconsistent with state law or managed in a way that is inconsistent with the primary objectives of capital preservation and reasonable growth.
10. Allow intellectual property, trademarks and copyrights, information, and files to be exposed to loss or significant damage.
11. Allow information and files to be retained for an inappropriate period of time, stored in a manner that does not enable efficient access, or improperly destroyed.
12. Endanger the organization's public image, credibility, or its ability to accomplish Ends.
13. Change the organization's name or substantially alter its identity in the community.
14. Decide or change the name of any College building or facility.
15. Create or purchase any subsidiary entity.

## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Compensation and Benefits

**Number:** EL-07

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

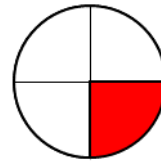
With respect to employment, compensation and benefits to employees, consultants, contract workers [OR independent contractors] and volunteers, the CEO shall not cause or allow jeopardy to the College's fiscal integrity or public image.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Change his/her own compensation and benefits.
2. Permit hiring of employees or engagement with consultants or contract workers who have a conflict of interest with the organization.
3. Create obligations over a longer term than revenues can be safely projected.
4. Permit workplace conditions which do not comply with current collective bargaining agreements or the rules and regulations pertaining to staff and faculty labor unions or union labor agreements.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Communication & Support to the Board

**Number:** EL-08

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

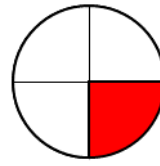
The CEO shall not permit the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.
  - 1.1. Allow the Board to be without sufficient timely and relevant decision information.
  - 1.2. Neglect to submit timely monitoring data including interpretations of Board policies that provide the observable metrics or conditions that would demonstrate compliance, rationale for why the interpretations are reasonable, and evidence of compliance.
  - 1.3. Let the Board be unaware of any actual or anticipated non-compliance with any Ends or Executive Limitations policy, regardless of the Board's monitoring schedule.
  - 1.4. Let the Board be unaware of any incidental information it requires such as anticipated negative media coverage, actual or anticipated material legal settlements, and material or publicly visible internal changes or events, including changes in executive personnel.
  - 1.5. Allow the Board to be unaware that, in the CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the CEO.
  - 1.6. Present information in unnecessarily complex or lengthy form, or in a form that does not clearly differentiate among monitoring, decision preparation, and general incidental or other information.
2. Allow the Board to be without reasonable administrative support for Board activities.
  - 2.1. Neglect to designate the support required for the organization and administration of regular, closed, and special board meetings

3. Impede the Board's holism, misrepresent its processes and role, impede its lawful obligations, or assume prerogatives of the Board.
  - 3.1. Neglect to supply for the Required Approvals Agenda all items delegated to the CEO, yet required by law, regulation or contract to be Board-approved, along with the applicable monitoring information.

## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Organizational Integrity

**Number:** EL-09

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

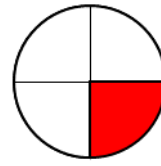
**Date Last Reviewed:**

The CEO shall not permit an organizational culture that lacks a high degree of integrity at all levels of the organization.

Further, without limiting the scope of the above by the following list, the CEO shall not:

1. Operate without enforced internal expectations of behavior, of which all employees are made aware, that clearly outlines the rules of expected behavior for employees.
2. Permit employees and others to be without a mechanism for confidential reporting of alleged or suspected improper activities, without fear of retaliation.

# Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Land Development and Construction

**Number:** EL-10

**Date Approved:** 10-20-2025

**Policy Type:** Executive Limitations

**Date Amended:**

**Date Last Reviewed:**

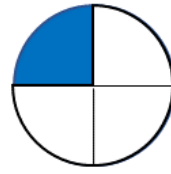
The CEO shall not allow development of the campus or other College lands in a manner that is inconsistent with the core business of the College, environmentally irresponsible, aesthetically displeasing, or that does not make the most effective use of land.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Allow the College to be without a long-term land use plan for future development that will avoid infrastructure redundancy and redevelopment costs.
2. Permit joint ventures or partnerships that do not provide for design and construction standards consistent with overall campus design.
3. Permit development that does not minimize adverse environmental impacts to the extent reasonably practicable. / OR Permit development that does not, to a reasonable extent, minimize adverse environmental impacts and preserve the natural landscape.
4. Permit construction or reconstruction that is not energy efficient.
5. Permit new development that does not meet at least one of the following criteria:
  - Provision of enhanced learning and ancillary space consistent with Ends achievement.
  - Extending the College's alliances with business and industry
  - Creation of opportunity to generate new revenue streams.
  - An opportunity to differentiate the College's learning environment.
  - Positioning the College as an innovative leader in new programs targeted at future market opportunities.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Global Governance Commitment

**Number:** GP-00

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

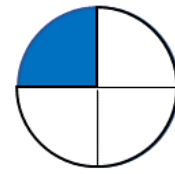
**Date Amended:**

**Date Last Reviewed:**

The purpose of the Board, on behalf of the citizens and business interests in the College District (the owners) is to ensure that Oakland Community College achieves appropriate results for the appropriate people at an appropriate cost as specified in the Board's Ends policies and avoids unacceptable actions and situations as specified in the Board's Executive Limitations policies.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Governing Style

**Number:** GP-01

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

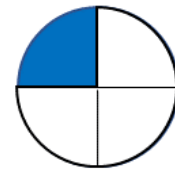
The Board will govern lawfully and with the authority granted and duties defined in the Michigan Constitution and laws, federal laws, the Michigan Community College Act, and Higher Learning Accreditation standards with an emphasis on outward vision, commitment to obtaining Ownership input, encouragement of diversity in viewpoints, strategic leadership, clear distinction of Board and staff roles, collective decision-making, and a proactive, future focus. This means the Board will not be preoccupied with the present or past, or with internal, administrative detail.

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will initiate policy, not merely react to CEO initiatives. The Board will use the expertise of individual Trustees and Board committees to enhance the ability of the Board as a body to make policy, rather than to substitute their individual judgements for the group's values.
2. The Board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the Owners' values and perspectives. The Board's major policy focus will be on the intended long-term results to be produced for beneficiaries outside the operational organization, not on the administrative means of attaining those results.
3. The Board will enforce upon itself whatever self-discipline is needed to govern with excellence. Self-discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, regular self-evaluation, and ensuring the continuity of governance capability. Although the Board can change its governance process policies at any time, it will scrupulously observe those currently in force.
  - 3.1. The Board will conduct their work in a manner that is consistent with the Michigan Open Meetings Act.
4. The Board will not allow any Trustee or committee of the Board to hinder or be an excuse for not fulfilling Board obligations.



# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Board Job Contributions

**Number:** GP-02

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

As an informed agent of the Ownership, the Board's specific job products are those that ensure appropriate organizational performance.

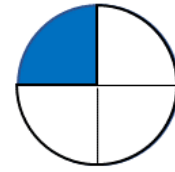
Accordingly, the Board has direct responsibility to create:

1. The link between the the citizens and business interests in the College district (Owners) and the College.
2. Written governing policies that address the broadest levels of all organizational decisions and situations:
  - 2.1. *Ends*: What good or benefit the College is to produce, for which recipients, at what worth.
  - 2.2. *Executive Limitations*: Constraints on executive authority that establish the boundaries of prudence and ethics within which all executive activity and decisions must take place.
  - 2.3. *Governance Process*: Specification of how the Board conceptualizes, carries out, and monitors its own task.
  - 2.4. *Board-Management Delegation*: How authority is delegated and its proper use monitored, including the CEO role, authority, and accountability.
3. Assurance of organizational performance on Ends and Executive Limitations.
  - 3.1. Continuity of the CEO function.
  - 3.2. Structured monitoring of the CEO as outlined in Board-Management Delegation policies.
4. Approval of annual operating millage rate levy.
5. Approval of language for ballot initiatives.
6. Approval of tuition and fees.

7. Operational decisions that the Board has prohibited the CEO from making by its Executive Limitations policies.
  - 7.1. Decisions regarding acquisition, encumbering, sale or conveyance of land or buildings.
  - 7.2. Decisions regarding change of organizational name or identity in the community.
  - 7.3. Decisions regarding the creation of a subsidiary legal entity.
  - 7.4. Decisions regarding the CEO's own compensation and benefits.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Board Planning Cycle and Agenda Control

**Number:** GP-03

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

To accomplish its job products with a governance style consistent with Board policies, the Board will develop and follow a multi-year cycle that includes all elements of the Board's work.

1. The Board shall maintain control of its own agenda by developing an annual schedule based on the multi-year cycle. [See cycle at the end of this policy.]
  - 1.1. Review of the Ends in a timely fashion which allows the CEO to build a budget based on accomplishing a one-year segment of the Board's most recent statement of long-term ends.
  - 1.2. Linkage with the ownership to gain a representative mix of owner values, perceptions and expectations, prior to the above review.
  - 1.3. Education related to development and revision of Ends. The Board will consider including environmental scanning, presentations by thought leaders or experts, and activities which develop strategic foresight.
  - 1.4. Risk assessment, including probability of risks and impact of particular risks, as background context for policy review.
  - 1.5. Content review of selected Executive Limitations, Governance Process and Board – Management Delegation policies, consistent with a multi-year schedule that includes all policies.
  - 1.6. Self-evaluation of the Board's own compliance with selected Governance Process and Board – CEO Delegation policies, consistent with the schedule in the policy Investment in Governance.
  - 1.7. Documentation of monitoring compliance by the CEO with Executive Limitations and Ends policies. Monitoring reports will be read in advance of the Board meeting, and discussion will occur only if Board members assess interpretations as unreasonable, identify non-compliance, or identify potential need for policy amendments.
  - 1.8. Education about the process of governance.

- 1.9. Where HLC accreditation visits are anticipated, a meeting to prepare the Board for the visit.
2. Based on the outline of the annual schedule, the Board delegates to the Chair the authority to fill in the details of the meeting content. Potential agenda items including any submitted by individual Trustees, shall be carefully screened. Screening questions shall include:
  - Clarification as to whether the issue clearly belongs to the Board or the CEO.
  - Identification of what category an issue relates to - Ends, Executive Limitations, Governance Process, Board-CEO Delegation.
  - Review of what the Board has already said in this category, and how the current issue is related.
- 2.1. A Trustee may propose an item for a meeting agenda by submitting it to the Chair prior to the timeline for posting of the agenda and Board meeting package.
3. Throughout the year, the Board will attend to Required Approvals Agenda items as expeditiously as possible. When an item is brought to the Board via the Required Approvals Agenda, deliberation, if any, will only be in regard to whether or not the President's decision complies with relevant board policies.

| Month | Planned Linkage with Owners* | Board Education* | Ends Decisions* | Governance Process & Board-CEO Delegation Decisions | Executive Limitations Decisions | Monitoring President & Board Self-Evaluation** |
|-------|------------------------------|------------------|-----------------|---|---------------------------------|--|
| Month |                              |                  |                 |   |                                 |  |
| Month |                              |                  |                 |   |                                 |  |
| Month |                              |                  |                 |   |                                 |  |
| Month |                              |                  |                 |   |                                 |  |
| Month |                              |                  |                 |   |                                 |  |
| Month |                              |                  |                 |   |                                 |  |
| Month |                              |                  |                 |   |                                 |  |

\*Shaded columns should take majority of Board meeting time.

\*\* Include self-evaluation of meeting process at each meeting

TO BE SCHEDULED:

Annual Board retreat

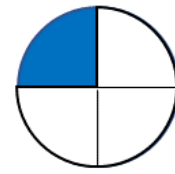
Biennial retreat to prepare HLC Accreditation

Budget not later than June

Board's annual self-evaluation

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Role of the Chair

**Number:** GP-04

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

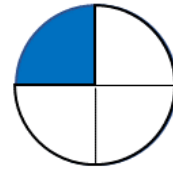
**Date Last Reviewed:**

The Oakland Community College Board Chair who is the Chief Governance Officer, a specially empowered member of the Board, assures the integrity of the Board's process.

1. The assigned result of the Board Chair/CGO's job is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - 1.1. Meeting discussion content will include only those issues that, according to Board policy, clearly belong to the Board to decide or monitor.
  - 1.2. Information that is neither for monitoring performance nor for Board decisions will be avoided or minimized and always noted as such.
  - 1.3. Deliberation will be timely, fair, orderly and thorough, but also efficient and kept to the point.
  - 1.4. The Board's Vice Chair will be sufficiently informed of Board issues and processes to provide continuity in the event of planned or unexpected Board Chair/CGO absences.
2. The authority of the Board Chair/CGO consists in making decisions that fall within topics covered by Board policies on Governance Process and Board-CEO Delegation, with the exception of (a) employment, discipline or termination of a CEO; evaluation of CEO performance, determination of CEO compensation or changing the conditions of employment of a CEO and (b) instances where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
  - 2.1. The Board Chair/CGO is empowered to chair Board meetings with all the commonly accepted power of that position, such as ruling and recognizing.
  - 2.2. The Board Chair may call emergency and special meetings.
  - 2.3. The Board Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the CEO.
  - 2.4. The Board Chair/CGO may represent the Board to outside parties in announcing board-stated positions and in stating Chair's decisions and interpretations within the area delegated to the Board Chair/CGO.
    - 2.4.1. The Board Chair/CGO will represent the Board at College published events.
  - 2.5. The Chair may delegate this authority but remains accountable for its use.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Role of Vice-Chair

**Number:** GP-05

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

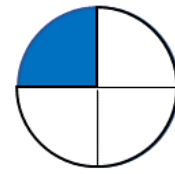
**Date Last Reviewed:**

The Vice Chair shall, in the absence of the Board Chair/CGO, preside at all meetings of the Board and have such other duties and powers as the Board may specify.

1. If a Board Chair is unavailable to fulfill the Role of Chair (GP-04) over a continuous period, the Board may decide to elect a new Board Chair from among themselves to serve the remainder of the Chair's term at its next publicly noticed meeting.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Board Committee Principles

**Number:** GP-06

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

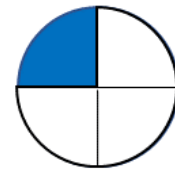
Board committees, when used, will be assigned to reinforce the wholeness of the Board's job, and will never interfere with delegation from Board to CEO.

1. Board committees are to help the Board do its job, never to help or advise the staff. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the CEO.
2. Rather than providing recommendations which would interfere with the Board's holism and its responsibility to govern the whole of the organization, Board committees may be used to provide the Board with alternatives and implications for the Board's informed decision making.
3. Board committees cannot exercise authority over staff. Because the CEO works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.
4. Board committees may not speak or act for the Board except when formally given such authority for specific and/or time-limited purposes.
5. Committees will be used sparingly and ordinarily in an ad hoc capacity.
6. This policy applies to any group that is formed by Board action, whether or not it is called a committee, and whether or not it includes board members. It does not apply to committees formed under the authority of the President.
7. All committee members shall abide by the same Code of Conduct as governs the Board.
8. Except as defined in written Terms of Reference, no Committee has authority to commit the funds or resources of the organization.



# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Audit Committee Charter

**Number:** GP-06.1

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

The Audit Committee enhances the Board's effectiveness and efficiency in fulfilling its external and direct inspection monitoring responsibilities of fiscal policy.

### Committee Products

1. The committee products are to support the Board's job, never to decide for the Board unless explicitly stated below:
  - 1.1. A transparent process of review and disclosure that enhances owner and stakeholder confidence in the organization's financial reporting.
    - 1.1.1. Options for Board decision re: appointment, compensation and oversight of public accounting firm; designation of specific area(s), if any, of audit focus; and liaison with auditor on behalf of Board. /**[OR]** Options for Board decision re: selection of financial auditor and liaison with auditor on behalf of the Board.
    - 1.1.2. At the request of the Board, an opinion as to CEO compliance with criteria specified in the Executive Limitations on finance or selected policy items from the Executive Limitation on Asset Protection.
    - 1.1.3. At the request of the Board, an opinion as to CEO compliance with criteria specified in Executive Limitations policies on data and information security.
    - 1.1.4. An opinion for the Board, based on evidence required of the external auditor, as to whether the independent audit of the organization was performed in an appropriate manner.
    - 1.1.5. An annual report to the Board highlighting the committee's review of the audited financial statements and any other significant information arising from their discussions with the external auditor.
    - 1.1.6. Consistent with the Board's schedule a self-monitoring report on the appropriateness of the board's own spending based on criteria in the board's GP policy on board expenses.

- 1.2. Current information for the Board on significant new developments in accounting principles or relevant rulings of regulatory bodies that affect the organization.
- 1.3. Current information for the Board on significant new developments in data and information security that affect the organization.
- 1.4. A self-monitoring report on the appropriateness of the Board's own spending, based on criteria in the Board GP policy on Board expenses.

### **Committee Authority**

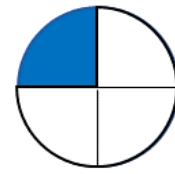
2. The Committee's authority enables it to assist the Board in its work, while not interfering with Board holism.
  - 2.1. The committee cannot change or contravene Board policies, or instruct the CEO or any other staff member, other than to request information required in the conduct of its duties.
  - 2.2. The committee may not spend or commit organization funds, other than those specifically allocated by the Board.
  - 2.3. The committee may use staff resource time consistent with the CEO's interpretation of a reasonable amount for administrative support around meetings.
  - 2.4. The committee may meet independently with the organization's external auditors.
  - 2.5. The Committee Chair has the authority to make any reasonable interpretation of this policy.

### **Committee Composition and Tenure**

3. The committee's composition shall enable it to function effectively and efficiently.
  - 3.1. The Committee shall be composed of up to three Trustees appointed by the Board using the recommendations made by the Chair.
    - 3.1.1. Individual Trustees shall be appointed on a two-year rotational basis. The Board may appoint a Trustee for a continuous term if the Trustee has a professional skill set that the Board deems appropriate for the Committee.
    - 3.1.2. The Board may appoint persons from the community to the Committee.
    - 3.1.3. The Board will appoint the Committee Chair from among the appointed Trustees.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Ownership Linkage Committee

**Number:** GP-06.2

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

The Ownership Linkage Committee will assist the Board in fulfilling its responsibilities regarding connection to Owners.

### **Committee Products:**

1. The committee products are to support the Board's job, never to decide for the Board unless explicitly stated below.
  - 1.1. A current Ownership linkage plan that enables constructive Board dialogue with Owners related to Ends issues.
    - 1.1.1. An initial Ownership linkage plan provided to the Board for decision by the Spring Planning Session.
    - 1.1.2. An evaluation of the effectiveness of the plan by September annually, with input from the Board.
    - 1.1.3. An updated Ownership linkage plan, annually by the Fall Planning Session, with input from the Board.
    - 1.1.4. An organized written presentation of information collected from groups within the Ownership, in a format useful to the Board for Ends deliberations, by June annually.

### **Committee Authority:**

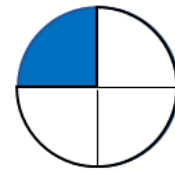
2. The Committee's authority enables it to assist the Board in its work, while not interfering with Board holism.
  - 2.1. The committee cannot change or contravene Board policies, or instruct the President or any other staff member, other than to request information required in the conduct of its duties
  - 2.2. The committee may not spend or commit organization funds, other than those specifically allocated by the Board.
  - 2.3. The committee may use staff resource time consistent with the CEO's interpretation of a reasonable amount for administrative support around meetings, as well as administrative support included in the Board's Ownership linkage plan.
  - 2.4. The Committee Chair has the authority to make any reasonable interpretation of this policy.

**Committee Composition and Tenure:**

3. The Committee's composition shall enable it to function effectively and efficiently.
  - 3.1. The Committee shall be composed of up to three Trustees appointed by the Board using recommendations made by the Chair/CGO.
    - 3.1.1. Individual Trustees shall be appointed on a two-year rotational basis. The Board may appoint a Trustee for a continuous term if the Trustee has a professional skill set that the Board deems appropriate for the Committee.
    - 3.1.2. The Board may appoint persons from the community to the Committee.
  - 3.2. The Board shall appoint a Chair from among its members.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Governance Committee

**Number:** GP-06.3

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

The Governance Committee will assist the board with the orderly and effective operation of board process and in fulfilling its responsibilities for ongoing review of board policy and the planning of board development.

### **Committee Products:**

1. The committee's products are to support the board's job, never to decide for the board unless explicitly stated below.
  - 1.1. For the board's consideration, and in concert with the Board Planning Cycle and Agenda schedule, a plan for development and implementation of ongoing Policy Governance education for current trustees.
  - 1.2. For the board's consideration, a plan for development and implementation of Policy Governance® orientation for new members each election year.
  - 1.3. For the board's consideration, an annual plan based on the schedule in GP-10 for the board's self-monitoring and policy content review of Governance Process and Board-Management Delegation policies.
  - 1.4. If requested by the board, aggregation of the outcomes of the assessment of the monitoring data for the evaluation period needed by the board for CEO performance evaluation.
  - 1.5. As required, an opinion for the board on required Bylaws amendments.
  - 1.6. At the request of the Board, research and preparation of policy options and pre-work for content review of the Board's policies.
  - 1.7. If requested by the Board, an opinion for the Board's consideration regarding the validity of any alleged breach of conflict of interest provisions of the Board's policy on code of conduct

### **Committee Authority:**

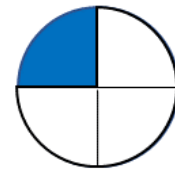
2. The committee's authority enables it to assist the board in its work, while not interfering with board holism.
  - 2.1. The committee has no authority to change board policies.
  - 2.2. The committee chair has the authority to make any reasonable interpretation of this policy.

**Committee Composition and Tenure:**

3. The committee's composition shall enable it to function effectively and efficiently.
  - 3.1. The Committee shall be composed of up to three Trustees appointed annually by the Board on odd years at the Board of Trustees January organizational meeting using recommendations made by the Chair/CGO.
  - 1.8. Members shall be appointed for a two-year term. The Board may appoint a Trustee for a continuous term if the Trustee has a professional skill set the Board deems appropriate for the Committee.
  - 1.9. The Board shall appoint annually a Chair from among the appointed Trustees.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Board and Committee Expenses

**Number:** GP-07

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

As provided by law 389.112 of Part 2, Chapter 11 of the Community College Act of 1966, the Oakland Community College Board of Trustees shall not receive any compensation for services rendered but may be reimbursed for reasonable expenses incurred in the conduct of their Board duties.

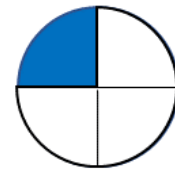
1. Trustees travelling on official College business and related events will be reimbursed for reasonable travel expenses. All such activity must have the prior approval of the Board of Trustees, except where the Trustee has been appointed to serve as a delegate/alternate to organizations of which the College is a member. In the event of an emergency where travel is required, the Board Chair, or Vice-Chair, in the Board Chair's absence, must approve travel in advance.
2. Travel requests for out-of-state travel must receive prior approval of the Board Chair, or Vice-Chair, in the Board Chair's absence. Approval should take into consideration available budget, conference agenda, and number of Trustees attending. Travel request by the Chair must receive prior approval of the Vice Chair.
3. International travel outside the continental United States must be approved by a Board majority.
4. Travel expenses eligible for reimbursement include:
  - Travel to the event for period not earlier than the day before or arrival not later than a day after the event dates.
  - Common carrier coach class fare, luggage charges, meal charges or similar airline add-on charges.
  - Travel insurance.
  - Ground transportation - public transportation, limousine, taxi, ridesharing – or rental car in the event none of public transportation, limousine, taxi, ridesharing are not available.
  - Mileage for use of a personal vehicle when public transportation is not available, or when it is more economical. Mileage will be reimbursed at the current IRS business mileage rate. The claim for mileage by Trustees who use a personal car for out of state travel cannot exceed the cost of coach air fare.

- Mileage for travel to any Campus at the current IRS business rate if reimbursement is not otherwise permitted in this policy.
  - Parking and toll expenses. Long term or extended-lot parking should be used when available.
  - Registration fees which are paid before the registration deadline. Trustees are encouraged to take advantage of reduced fees for early registration.
  - Meal expenses will be reimbursed at the current rate allowed by the IRS per diem.
  - Expense of lodging consistent with the geographic area or the established convention rate for single occupancy only. If a Trustee chooses to stay elsewhere, reimbursement will not exceed the conference or event hotel rate. If a Trustee is accompanied by spouse, children, or guest and the room rate exceeds that of single occupancy, the Trustee will request that the single rate be noted on the bill upon checkout.
5. Personal expenses unrelated to college business may be further reviewed and may not be approved.
  6. Travel expenses will be submitted using the college administrative policies.



# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Board Code of Conduct

**Number:** GP-08

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

The Oakland Community College Board of Trustees expects of itself and its members ethical, business-like and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Trustees. It expects Trustees as first ambassadors of the College to treat one another, the CEO, College employees, citizens of the Oakland College District, students and their parents, with respect, co-operation and a willingness to deal openly on all matters.

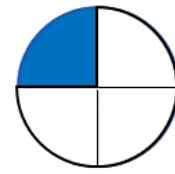
1. Trustees must have loyalty to the Ownership that supersedes any loyalties to the CEO, College employees, constituents of the District who elected them, other organizations or any personal interest as a consumer.
2. Trustees are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
3. Trustees must avoid a conflict of interest with respect to their fiduciary responsibility.
  - 3.1. There must be no self-dealing or any conduct of private business or personal services between any Trustee and the College, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise “inside” information. Trustees will annually sign and submit a statement that discloses conflicts of interest and confirms that they have read the board’s conflict of interest policy.
    - 3.1.1. Trustees will disclose at the start of regular meetings any new involvements with other organizations, vendors, or any associations that might be or might reasonably be seen as being a conflict.
  - 3.2. When the Board is to decide upon an issue about which a Trustee has an unavoidable conflict of interest, that Trustee shall recuse herself or himself without comment, from not only the vote, but also from the deliberation. This absence shall be recorded in the minutes.

- 3.3. Trustees will not use their position to obtain employment with, furnish services or goods from the College from themselves, family members, associates, or organizations upon which a Trustee serves as a Board member.
- 3.4. Trustees will not use their Board position to obtain employment with or furnish services or goods to the College for themselves, family members, associates or organizations upon which a Trustee serves as a Board member.
- 3.5. Should a Trustee become employed by the College, they must resign from the Board before the first day of said employment.
4. Trustees shall not attempt to exercise individual authority over the organization or the CEO.
  - 4.1. When interacting with College employees, Trustees must recognize that individual Trustees have no authority to instruct or evaluate employees, and no authority to insert themselves into employee operations.
  - 4.2. The Board Chair or designee is the only person authorized to speak to the public, the media or other entities on behalf of the Board. Trustees shall not presume to speak for the Board when interacting with the press or the public. Media inquiries should be directed to the Board Chair.
5. Trustees shall be familiar with the incorporating documents, relevant legislation and regulations, by-laws, governing policies of the organization, issues pertaining to higher education, as well as the rules of procedure and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
6. Trustees will be properly prepared for Board deliberation through the review of all Board meeting materials in advance of Board meetings.
7. Trustees will collaborate with other Trustees and share information on matters of substance related to their governance role so that no one Trustee possesses information that all other Trustees should have. Such collaboration must adhere to the legal requirements of board assemblage.
8. Trustees will support the legitimacy and authority of Board decisions, regardless of the member's personal position on the issue.
9. Trustees shall review college publications and regularly take part in educational activities including state, regional and national meetings and events that will assist them in their ability to serve effectively as a member of the College's governing Board.
10. Trustees shall hold themselves and other Trustees accountable for complying with this Code of Conduct.
11. Trustees who are found to have violated the Board's Code of Conduct are subject to a Board review of their actions and a possible formal Board rebuke in the form of a direct criticism noted in the Board minutes. Remediation or continuing behavior which is in violation of the Board's Code of Conduct could lead to movement of censure.

12. Trustees shall attend meetings on a regular and punctual basis. Each Board member shall notify the President or Recording Secretary of an absence from a Board meeting as far in advance of the meeting as possible. Failure to notify the Board Chair/CGO or Recording Secretary of their absence shall be unexcused. All absences shall be indicated in the meeting's roll call section and noted whether the absence is excused or unexcused.
13. Trustees shall hold themselves and other Trustees accountable for complying with this Code of Conduct.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Investment in Governance

**Number:** GP-09

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

**Date Last Reviewed:**

Consistent with its commitment to excellence in governance, the Board will invest in its governance capacity.

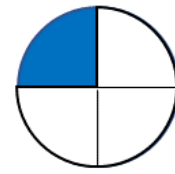
1. Anyone who is or is considering being a candidate for Trustee shall be provided with information that clearly outlines the role of the Board and the Board's expectations of Trustee, including the Policy Governance methodology.
2. Board skills, methods, and support will be sufficient to assure governing with excellence.
  - 2.1. New Trustees shall receive a thorough orientation to ensure familiarity with the organization's issues and structure, and the Board's process of governance.
  - 2.2. Trustees shall have ongoing opportunity for continued education to enhance their Policy Governance capabilities.
  - 2.3. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to owner viewpoints and values.
  - 2.4. Outside monitoring assistance will be arranged so that the Board can exercise sufficient control over organizational performance. This includes but is not limited to fiscal audit.
3. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior governance capability.
4. The Board will use its governance means policies as measurable standards against which the Board's performance can be evaluated.
  - 4.1. The Board will evaluate and discuss the Board's process and performance at each meeting.
  - 4.2. Under the leadership of the Board Chair, at least annually the Board will conduct a self-evaluation. As a result of this evaluation, the Board will establish a governance action plan for improvement of identified areas.
    - 4.2.1. The Board will monitor its adherence to its own Governance Process and Board – Management Delegation policies regularly. Upon the choice of the Board, any

policy can be monitored at any time. However, at minimum, the Board will monitor its own adherence to them, according to the following schedule:

| Number           | Policy   | YR 1 | YR 2           | YR 3 | YR 4 | YR 5           | YR 6 |
|------------------|--|------|----------------|------|------|----------------|------|
| GP-00            | Global Governance Commitment                   |      |                | Sept |      |                | Sept |
| GP-01            | Governing Style                                |      | Apr            |      |      | Apr            |      |
| GP-02            | Board Job Contributions                        |      |                | Nov  |      |                | Nov  |
| GP-03            | Board Planning Cycle and Agenda Control        | Oct  |                | Oct  |      | Oct            |      |
| GP-04            | Role of the Board Chair                        |      | Jan            |      |      | Jan            |      |
| GP-05            | Role of the Vice Chair                         |      | Jan            |      |      | Jan            |      |
| GP-06            | Role of Board Secretary                        |      | Feb            |      |      | Feb            |      |
| <del>GP-07</del> | <del>Role of the Board Treasurer</del>         |      | <del>Feb</del> |      |      | <del>Feb</del> |      |
| GP-08            | Board Committee Principles                     |      |                | Mar  |      |                | Mar  |
| GP-08.1          | Audit Committee Terms of Reference             | Feb  |                | Feb  |      | Feb            |      |
| GP-08.2          | Ownership Linkage Committee Terms of Reference |      | Nov            |      | Nov  |                | Nov  |
| GP-08.3          | Governance Committee Terms of Reference        | Mar  |                | Mar  |      | Mar            |      |
| GP-09            | Board and Committee Expenses                   | Sept | Sept           | Sept | Sept | Sept           | Sept |
| GP-10            | Board Code of Conduct                          | Jun  | Jun            | Jun  | Jun  | Jun            | Jun  |
| GP-11            | Investment in Governance                       |      | May            |      |      | May            |      |
| GP-12            | Board Linkage with Ownership                   |      |                | Jan  |      |                | Jan  |
| GP-13            | Handling Operational Complaints                |      |                | Oct  |      |                | Oct  |
| BMD-00           | Global Board-Management Delegation             |      | Sept           |      |      | Sept           |      |
| BMD-01           | Unity of Control                               | Jan  |                |      | Jan  |                |      |
| BMD-02           | Accountability of the CEO                      | Jan  |                |      | Jan  |                |      |
| BMD-03           | Delegation to the CEO                          |      | Mar            |      |      | Mar            |      |
| BMD-04           | Monitoring CEO's Performance                   | Apr  |                | Apr  |      | Apr            |      |
| BMD-05           | CEO Compensation                               |      | Mar            |      |      | Mar            |      |

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Board Linkage with Ownership

**Number:** GP-10

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

**Date Amended:**

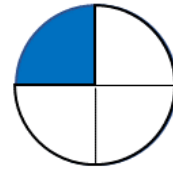
**Date Last Reviewed:**

The Owners of Oakland Community College are defined the citizens and business interests in the College district. The Board shall be accountable for the organization to its Owners as a whole. Trustees shall act on behalf of the Owners as a whole, rather than being advocates for specific geographic areas, ethnic groups or other interest groups.

1. When making governance decisions, Trustees shall maintain a distinction between their personal interests as customers, or citizen interests as customers, of the College's services, and their obligation to speak for others as a representative of the Owners as a whole. As the agent of the Owners, the Board is obligated to identify and know what the Owners want and need.
2. The Board shall gather data in a way that reflects the diversity of the Ownership. It shall meet with, gather input from, and otherwise interact with Owners in order to understand the diversity of their values and perspectives.
3. The Board will establish and maintain a three-year Ownership linkage plan, in order to ensure that the Board has intentional and constructive dialogue and deliberation with the Owners, primarily around the organization's Ends. The plan will include selection of representative Owners for dialogue, methods to be used, and questions to be asked of the Owners. The information obtained from this dialogue with Owners will be used to inform the Board's policy deliberations.
  - 3.1. All Trustees are accountable to the Board for participating in the linkage with Owners as identified in the plan.
4. The Board will consider its Ownership linkage successful if, to a continually increasing degree:
  - When developing or revising Ends, the Board has access to diverse viewpoints that are representative of the Ownership regarding what benefits this organization should provide, for whom, and the relative priority of those benefits.
  - The Owners are aware that the Board is interested in their perspective, as owners and not as customers.
  - If asked, the Owners would say that they have had opportunity to let the Board know their views.
  - The Owners are aware of how the Board has used the information they provided.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Handling Operational Complaints

**Number:** GP-11

**Date Approved:** 10-20-2025

**Policy Type:** Governance Process

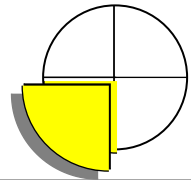
**Date Amended:**

**Date Last Reviewed:**

To ensure that the Board fulfils its accountability to the Ownership but does not interfere in matters it has delegated to the CEO, the following process shall be followed in the case of a Trustee receiving a complaint regarding an operational matter.

1. The individual shall be directed to the appropriate person, and the Trustee shall take no further action.
2. The Trustee shall not offer any evaluative comments or solutions.
3. Indicate that the CEO will be asked to ensure that the matter is looked into and respond directly or through a delegate.
4. The Trustee shall inform the CEO or individual designated by the CEO of the complaint, and request that it be handled.

## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Global Board Management Delegation

**Number:** BMD-00

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

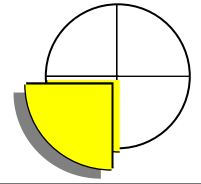
**Date Amended:**

**Date Last Reviewed:**

The Board's sole official connection to the operational organization, its achievements and conduct will be through a chief executive officer, titled Chancellor, hereinafter "CEO".



## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** Unity of Control

**Number:** BMD-01

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

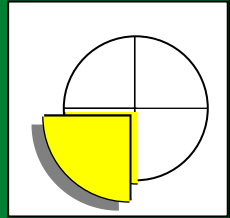
**Date Amended:**

**Date Last Reviewed:**

Only officially passed motions of the Board are binding on the CEO.

1. Decisions or instructions of individual Trustees, officers, or committees are not binding on the CEO.
2. In the case of Board members or committees requesting information or assistance without Board authorization, the CEO can refuse such requests that require, in the CEO's opinion, a material amount of staff time, other resources, or is deemed disruptive.
3. Only the Board acting as a body corporate can employ, terminate, discipline, or change the conditions of employment of the CEO.

## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** CEO Accountability

**Number:** BMD-02

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

**Date Amended:**

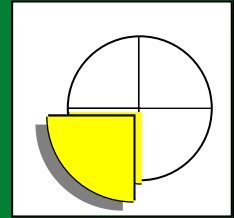
**Date Last Reviewed:**

The CEO is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the CEO.

1. The Board will never give instructions to staff or contractors who report directly or indirectly to the CEO.
2. The Board will refrain from evaluating, either formally or informally, any staff other than the CEO.
3. Since the CEO is accountable for operational achievement, the Board will view CEO performance as identical to organizational performance. Therefore, the CEO's job description is to accomplish a reasonable interpretation of Board-stated Ends and comply with a reasonable interpretation of Executive Limitations.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Delegation to the CEO

**Number:** BMD-03

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

**Date Amended:**

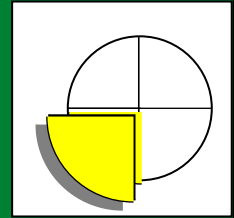
**Date Last Reviewed:**

The Board will instruct the CEO through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, i.e., Executive Limitations, allowing the CEO to use any reasonable interpretation of these policies.

1. The Board will develop Ends policies instructing the CEO to achieve specified results, for specified recipients at a specified worth.
  - 1.1. Policies that do not address the subjects of results, recipients or worth will not be included in Ends, as they relate to means.
    - 1.1.1. Specifically, documents such as the College's Strategic Plan and budget will not be considered Ends, as they relate to operational means of achieving the Ends.
2. The Board will develop Executive Limitations policies which limit the latitude the CEO may exercise in choosing the organizational means.
  - 2.1. These limiting policies will describe those practices, activities, decisions and circumstances that the Board would find unethical or imprudent, and therefore unacceptable, even if they were to be effective.
  - 2.2. The Board will never prescribe organizational means delegated to the CEO.
3. All policies will be developed systematically from the broadest, most general level to more defined levels.
4. As long as the CEO uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the CEO is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities. Such decisions of the CEO shall have full force and authority as if decided by the Board.
5. The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and CEO domains. By doing so, the Board changes the latitude of choice given to the CEO. But as long as any particular delegation is in place, the Board will respect and support any reasonable CEO interpretation of the policies. This does not prevent the Board from obtaining information from the CEO about the delegated areas, except for data protected by privacy legislation.

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** Monitoring CEO Performance

**Number:** BMD-04

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

**Date Amended:**

**Date Last Reviewed:**

CEO job performance will be measured **solely** by systematic and rigorous monitoring of the CEO's job performance in comparison to the Board's required CEO job outputs: organizational accomplishment of the CEO's reasonable interpretation of Ends policies and organizational operation within the boundaries of the CEO's reasonable interpretation of Executive Limitations policies.

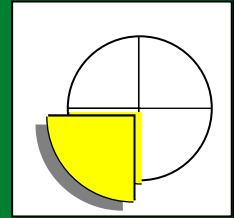
1. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Only information which achieves this purpose will be considered to be monitoring.
2. A given policy may be monitored in one or more of three ways:
  - 2.1. Internal report: Disclosure of compliance information by the CEO, along with his or her explicit interpretation of Board policy, and justification for the reasonableness of interpretation.
  - 2.2. External report: Discovery of compliance information by an external, disinterested third party, who has appropriate qualifications and a suitable level of independence from management, who is selected by and reports directly to the Board. The CEO should be notified of this activity.
  - 2.3. Direct Board Inspection: Discovery of compliance information by a designated Board member, a committee or the Board as a whole. Such an inspection is only undertaken at the instruction of the Board and with notification of the CEO.
3. Regardless of the method of monitoring, the standard for compliance shall be any reasonable CEO interpretation of the Board policy being monitored. The Board is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than interpretations favored by Board members, the disinterested third party, or even the Board as a whole.
4. Upon the choice of the Board, any policy can be monitored by any of the above methods at any time. For regular monitoring, however, each Ends and Executive Limitations policy will be classified by the Board according to frequency and method.
5. A formal evaluation of the CEO by the Board will occur annually no later than November 30, based on the achievement of the Board's *Ends* Policies and non-violation of its Executive

Limitations policies. This formal evaluation will be conducted by cumulating the regular monitoring data provided during the year and the Board's recorded acceptance or non-acceptance of the reports and identifying performance trends evidenced by that data.

| MONITORING SCHEDULE |                                      |                 |             |           |
|---------------------|--------------------------------------|-----------------|-------------|-----------|
| Number              | Policy                               | Method          | Frequency   | Month     |
| E-01                | Ends                                 | Internal Report | Annually    | September |
| EL-00               | General Executive Constraint         | Internal Report | Every 2 yrs | November  |
| EL-01               | Treatment of Students                | Internal Report | Every 2 yrs | March     |
| EL-02               | Access to Education                  | Internal Report | Annually    | September |
| EL-03               | Treatment of Employees               | Internal Report | Every 2 yrs | April     |
| EL-04               | Planning                             | Internal Report | Annually    | May       |
| EL-05               | Financial Conditions & Activities    | Internal Report | Annually    | October   |
| EL-06               | Asset Protection                     | Internal Report | Annually    | November  |
| EL-07               | Compensation and Benefits            | Internal Report | Annually    | April     |
| EL-08               | Communication & Support to the Board | Internal Report | Annually    | June      |
| EL-09               | Organizational Integrity             | Internal Report | Annually    | April     |
| EL-10               | Land Development & Construction      | Internal Report | Every 3 yrs | February  |

# Oakland Community College Board of Trustees

## Policy Manual



**Policy Name:** CEO Succession

**Number:** BMD-05

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

**Date Amended:**

**Date Last Reviewed:**

In its role of assuring organizational performance and continuity, the Board shall take action in the event of a CEO absence to ensure consistent leadership for the management or the organization and, when necessary, an orderly transition in CEO succession.

### Short- and Long-Term Absences

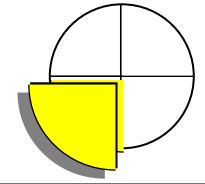
1. The Board considers a short-term absence to be one which is longer than one month and less than six months in which it is expected that the CEO will return to his or her position once the events that precipitated the absence are resolved. Any absence longer than six months is considered to be a long-term absence.
2. Should an absence of the CEO arise, the Board will meet as soon as feasible at a special or regular meeting. The Board will review the CEO's most recent reasonable interpretation for Executive Limitation EL-4 #7.2 (*"Permit the College to be without sufficient organizational capacity and current information about CEO and Board issues and processes for the competent operation of the organization to continue in the event of sudden loss of CEO services."*).
3. The Board will appoint the CFO as Acting CEO.
  - 3.1. If the CFO is unable to serve as the Acting CEO, the Board may engage interim CEO services.
4. The Acting CEO will have the same authority and accountability as the CEO.
5. The Board will determine if it wishes to amend its Executive Limitations in areas of significant organizational risk or increase the frequency of monitoring for any policy or any part of any policy for the period of the absence.
6. In addition to monitoring Acting CEO performance through the normal cycle of monitoring reports, the Board will provide a summative performance assessment of the Acting CEO at agreed upon intervals.
7. The Board will determine compensation for the interim appointment.

8. Immediately upon the appointment of the Acting CEO taking effect, the Board Chair will notify staff, Board members, and key community and organizational leaders of the delegation of authority.

#### **Return from Absence**

9. The Board and CEO shall mutually decide upon the schedule for return to the position.
  - 9.1. A reduced schedule for a set period of time is allowed with the commitment of working towards full-time schedule.
10. In the event that either the short term or long-term absence entails a medical or other event rendering performance in the position untenable, the Board shall determine the anticipated return to service and/or the inability to do so and the period of time that it is prudent to continue with the interim appointment.
11. In the event that the CEO notifies the Board that the absence will be permanent, the Board Chair, with input and direction from Board members, will develop a plan for recruitment and selection.
  - 11.1. Service as Acting CEO shall not preclude a person from being considered by the Board for permanent appointment as CEO.
12. Regardless of the process used, the Board as a whole will approve the person to be appointed CEO.

## Oakland Community College Board of Trustees Policy Manual



**Policy Name:** CEO Compensation

**Number:** BMD-06

**Date Approved:** 10-20-2025

**Policy Type:** Board-Management Delegation

**Date Amended:**

**Date Last Reviewed:**

The CEO's compensation will be decided by the Board, acting as a body corporate and based on organizational performance and executive market conditions.

1. Organizational performance will be only that performance revealed by the monitoring system to be directly related to criteria given by the Board in policy.
2. Compensation will cover the entire range of salary, benefits, and all other forms of compensation.
3. Compensation is to be competitive with similar performance within the marketplace.





OAKLAND  
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## Board Bylaws

Title: Bylaws

Officer Responsible: Board Chair

Related Laws: Michigan Community College Act and Open Meetings Act

HLC Criterion: 2A

### Bylaw Statement

The Board shall comply with all statutory requirements related to provisions of Board authority, membership, officer selection, and the administration of its bylaws.

### **Article I. Authority**

**Section 1. Board Authority.** The Board operates under the authority granted in the Michigan Community College Act, MCL 389.1 et seq., Public Act 331 of 1966, as amended. Trustees accept all legal responsibilities and regulations associated with this Act. All business conducted by the Board shall be in conformance with current Michigan statutes.

### **Article II. Trustees**

**Section 1. Trustee Qualifications.** Candidates for election to the Board must be a resident elector in the Oakland Community College District and eighteen (18) years of age or older at the time of his or her election or appointment. If a Trustee ceases to reside in the Community College District during the Trustee's term of office, the Trustee must resign from service.

**Section 2. Number of Trustees.** Seven (7) Trustees shall be elected at large from the territory included in the Oakland Community College District.

**Section 3. Term of Office.** The term of office for Trustees shall be six (6) years.

**Section 4. Election of Trustees.** Elections of Trustees shall be held biannually on the general November election date (the November election date in even numbered years), in the manner as prescribed by law. The Oakland County Clerk shall serve as the Election Coordinator for the College and shall receive all filing fees or nominating petitions and affidavits of identity from candidates and shall certify candidates. In such capacity, the County Clerk shall also canvass the election, certify results and mail Certificates of Election.

**Section 5. Installation.** All Trustees shall be required to file with the designated administrative support to the Board prior to assuming office, all forms prescribed by law. Trustees shall also be required to take and subscribe to the Oath of Office as prescribed by law and file the Oath of Office with the designated administrative support to the Board, prior to assuming office.

**Section 6. Trustee Orientation.** Any newly elected Trustee must complete an orientation as determined by the Board.

## **Section 7. Trustee Vacancy**

- a. The office of a member of the Board of Trustees shall become vacant immediately without declaration of any officer or any acceptance of the Board of Trustees or its members, upon the death of the incumbent, or their being adjudicated insane or being found to be mentally incompetent by the proper court; their resignation; their removal from office; their conviction of a felony; their election or appointment being declared void by a competent tribunal; their refusal or neglect to file their acceptance of office, or their refusal or neglect to take and subscribe to the constitutional oath of office and deposit the same in the manner and within the time prescribed by law; their ceasing to possess the legal qualifications for holding office including their residence qualification. Resignations shall be in writing and delivered electronically, via U.S. mail, or in person to the Board Chair. Resignations shall be effective immediately upon delivery and may not be withdrawn.
- b. Whenever a vacancy occurs, the remaining members of the Board, by majority vote shall fill the vacancy with a qualified elector of the Community College District within thirty (30) days of the occurrence of a vacancy or other time frame as prescribed by law. The vacated or incumbent Trustee shall not be entitled to vote under any circumstances. All deliberations towards and selection decisions shall take place at a properly noticed public Board Meeting(s) at which a quorum is present and held in accordance with the Michigan Open Meetings Act.
- c. Within three (3) days after the appointment to fill a vacancy, the designated administrative support to the Board shall provide written notice of the appointment to the County Clerk. Notice shall include the name, address, and office of the person who has vacated and the name of the person filling the vacancy.
- d. The appointed Trustee begins serving as a Trustee immediately after being appointed by the Board.
- e. The appointed Trustee shall fill the general board member seat created by the vacancy but not any office held by the vacating Trustee. Vacant officer positions are filled under Bylaw Article III Section. 5 Vacancies of Officers.
- f. The appointed Trustee shall hold the general office of Trustee only until the next regular Community College District election at which time the electors of the Community College District shall fill the office for the unexpired portion of the term.

**Section 8. Compensation.** Trustees shall not directly or indirectly receive compensation or remuneration for services rendered to the College. Furthermore, Trustees shall not use their status as a Trustee to derive personal profit or gain. However, Trustees may be reimbursed for expenses authorized by Board policy. [Reference: MCL 389.112]

**Section 9. Indemnification.** The College shall indemnify and defend its current and former Trustees, employees and authorized volunteers from and against certain civil claims of alleged wrongdoing arising out of the performance of their duties and within the scope of their authority. The College shall assume financial responsibility for costs and expenses associated with the defense or resolution of such claims and all judgements and settlements as long as eligibility criteria are met and applicable procedures are followed as per the Indemnity Policy.

The College shall maintain appropriate insurance to cover this obligation adequately.

### **Article III. Board Officers**

**Section 1. Officer Positions.** Board officers shall be Board Chair and Vice Chair. Board officers must be duly elected Trustees.

**Section 2. Duties of Officers.** The duties of the Board Officers shall be those as determined by the Board.

**Section 3. Election of Officers.** Board officers shall be nominated and elected at the Board's organizational meeting. Officers shall be elected by a majority vote of the Trustees. Board officers shall assume office immediately upon election and shall hold office until the election of a qualified successor.

**Section 4. Term of Office.** Each Board officer shall be elected for a term of two (2) years or a shorter term as determined by the Board. A Board officer may be re-elected to a successive term of office

**Section 5. Vacancy of Officers.** In the event of a vacancy of a Board officer, the Board shall fill the vacancy from among its members at the same meeting at which the vacancy occurs or at the next regularly scheduled meeting.

**Section 6. Removal of Officers.** Any Board officer may be removed by resolution of a majority of the Board at a regular Board meeting. The resolution for removal of a Board officer shall appear on the Agenda.

### **Article IV. Meetings**

**Section 1. Compliance with the Open Meetings Act.** Meetings of the Board shall comply with the Michigan Open Meetings Act (MCL 15.261 et seq.) and be open to the public and in a place available to the public. All decisions and deliberations of the Board constituting a quorum shall take place at a meeting open to the public except when the Board meets in closed session as permitted by the Michigan Open Meetings Act.

As permitted by the Michigan Open Meetings Act, the Board may conduct a regular meeting, closed meeting, special meeting, or an emergency meeting.

#### **Section 2. Definitions.**

- a. Meeting – Convening of the Board, at which a quorum is present, for the purpose of deliberating toward or rendering a decision.
- b. Decision – A determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by the Board is required.
- c. Deliberating – Exchanging affirmative and opposing views, debating, or engaging in a discussion about a matter.
- d. Regular Meeting – A meeting that appears on the Board's annual schedule of meetings.
- e. Closed Session – A meeting or part of a meeting that is closed to the public. The terms *closed meeting* and *executive session* are synonymous with *closed session*.
- f. Special Meeting – A meeting which does not appear on the Board's annual schedule of meetings, called for the purpose of deliberating on Board-related issues, which may include workshops, study sessions, retreats, or any other gathering that involves a quorum of the Board

- g. Emergency Meeting – A meeting which does not appear on the Board’s annual schedule of meetings, called for the purpose of deliberating on a severe and imminent threat to the health, safety, or welfare of the College
- h. Organizational Meeting – The first scheduled meeting of the Board in January following the date of the regular community college election
- i. Legal Meeting – Any meeting that has been noticed and convened in accordance with the Michigan Open Meetings Act and at which a quorum is present.
- j. Board Committee Meeting – Any meeting in which less than a quorum of Trustees is present and the purpose of the committee is authorized by the Board.

**Section 3. Bylaws Applicable to All Meetings.** For all Board meetings, the following bylaws apply:

- a. All Board meetings shall be held within the Oakland Community College District at a location accessible to the public.
- b. Attendance – Trustees must attend a meeting in person to participate unless otherwise permitted by the American Disabilities Act or other legislation. Proxies are prohibited.
- c. Individuals and groups may attend any regular, special, or emergency Board meeting. They may address the Board during the section of the agenda designated as Public Comments.
- d. Public comments shall allow three (3) minutes to each individual or group given the floor by the Board Chair.
- e. Persons attending a meeting may record or broadcast live proceedings of a public meeting in accordance with reasonable rules and regulations as determined from time to time by the Board designed to minimize the possibility of disrupting a meeting or obstructing the view or audibility of other members of the public in attendance.
- f. A majority of the entire membership of the Board shall constitute the required quorum to do business at all meetings of the Board. No act of the Board is valid unless voted at a legal meeting by a majority of the Board unless a super majority is required by statute or contract The outcome must be recorded in the minutes.
- g. The Board is responsible for preparation of meeting agendas, posting of all legal notices, recording of minutes, and maintenance of records of all meetings for which the Board shall avail itself of the necessary administrative support. Administrative support may also include assistance with meeting coordination activities.
- h. The Board shall use the most current edition of *Robert’s Rules of Order Newly Revised* as a general guide for conducting its meetings.
- i. A meeting notice must, at minimum, contain the College’s name, address, phone number, date, time, and place for each meeting. In addition, a statement indicating where official minutes of the Board are stored and available for inspection must be included. Ament must also include the Americans with Disabilities Act required notice specifying how an individual with a disability wishing to attend or participate in a Board meeting can secure the auxiliary aid or service necessary for their attendance.
- j. The Michigan Open Meetings Act requires the keeping of minutes for all meetings. Minutes must contain all of the following:
  - i. The date, location and start time of the meeting.
  - ii. Names of the Trustees present and absent.

- iii. A record of motions and decisions made at the meeting and a record of all roll call votes.
- iv. Purpose of a closed session, if applicable.
- v. Corrections to previous minutes, if applicable.
- vi. Time of adjournment.
- vii. As applicable, a record of approval of the minutes of the previous meeting.

Except for minutes taken during a closed session, all minutes are considered public records, open for public inspection, posted on the College website and must be available for review at the College. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying.

In the event the Board votes to go into closed session, the purpose(s) for calling a closed session shall be recorded in the minutes of the meeting at which the vote is taken.

- k. All communications between and among Trustees related to College business are subject to the Michigan Open Meetings Act (OMA). In addition, electronic devices, including personal electronic devices, cannot be used to circumvent OMA. Electronic communications cannot be used for the purpose of deliberating about or making a decision. This would include sequential communications forwarded to or among Trustees with respect to deliberations, opinions or matters that could result in a Board decision. Electronic communications include email, texting, messaging applications, and all forms of social networking. These stipulations apply before, during, and after a Board meeting.

**Section 4. Bylaws Unique to Regular and Special Meetings.** The following bylaws also apply to Regular and Special Meetings.:

- a. A schedule of regular meetings shall be adopted by the Board at a meeting in the fall prior to the new calendar year. The schedule shall be posted publicly after it is adopted.
- b. All meeting notices shall be posted at least eighteen (18) hours prior to the start of each scheduled meeting and shall be posted on the College website.
- c. All meeting notices shall be posted at least eighteen (18) hours prior to the start of the meeting at the Auburn Hills Campus, the College's official address, and on the College's website.
- d. Any intentional change to the regular meeting schedule shall be posted at least three (3) days after the meeting in which the schedule change is made.
- e. The Board Chair shall prepare an agenda for each Board meeting. Meeting agendas shall be provided to the Trustees electronically. Generally, the agenda and materials supporting decision items on the agenda shall be provided to each Trustee at least one (1) week prior to the day of a regular meeting. Trustees may make a request to the Board Chair 48 hours in advance of the start of the meeting that items related to Board policy be placed on the agenda. The agenda may be modified during the acceptance of a majority vote of the Trustees in attendance at the regular meeting.
- f. The Board shall conduct an organizational meeting biannually following the regular community college election cycle as part of its first scheduled meeting in January. Prior to conducting normal business, the Board shall elect Board officers and determine Board committee memberships,.

The organizational meeting shall be called to order by the Board Chair of the preceding Board, who shall serve as the presiding Board Chair until the election of a new Board Chair. If the preceding Board Chair is no longer a member of the Board, the Vice Chair shall serve as the presiding Board Chair until the election of a new Board Chair. If the preceding Board Chair and

Vice Chair are no longer members of the Board the Board shall select from among the members present a member to serve as the presiding Board Chair until the election of a new Board Chair.

- g. Any meeting of the Board may be recessed to a specific time and place. Only items on the agenda of the recessed meeting may be acted upon at the time the meeting is reconvened. If the meeting is recessed for more than thirty-six (36) hours, then advance notice of at least eighteen (18) hours must be posted prior to reconvening the meeting.
- h. Regular meetings of the Board may be audio or video recorded and posted on the College website.
- i. Any regular meeting of the Board may be cancelled at any time by the Board Chair unless the agenda for the regular meeting includes an action item that cannot be effectively addressed at the next regularly scheduled Board meeting or for any purpose prohibited by the Michigan Open Meetings Act.

Notice of cancellation shall be provided to Trustees whenever possible at least 24 hours prior to the regularly scheduled meeting. This notice shall be delivered electronically in a manner consistent with regular Board communication

Public notice of cancellation shall be posted in the same manner as notices for a regularly scheduled meeting as soon as possible after the decision to cancel has been made.

#### **Section 5. Bylaws Unique to Special Board Meetings**

- a. A special meeting can be scheduled at any legal Board meeting.
- b. A special meeting can be scheduled by the Board Chair at any time. Trustee requests for a special meeting shall be directed to the Board Chair who shall decide whether the Special Meeting should be scheduled. If the Board Chair decides that a special meeting is not warranted the Trustee may submit a motion to schedule a special meeting at the next regularly scheduled Board meeting.
- c. All Trustees shall be given at least twenty-four (24) hours' notice prior to the start of a special meeting. This notice will be delivered electronically in a manner consistent with all Board communication.
- d. All special meetings of the Board may be recorded (video or audio) as determined by the Board Chair. If it is determined that a special Board meeting is to be recorded, the recording shall be posted in an easily located position on the College website.

#### **Section 6. Bylaws Unique to Emergency Board Meetings**

- a. If two-thirds of the Trustees agree that an emergency meeting is required and delaying the meeting for the purpose of providing notice would be detrimental to efforts to respond to the emergency, then eighteen (18) hours' prior notice to the public shall not be required. In this situation, print copies of the public notice shall be provided to all attendees at the meeting and, additionally, must specify the circumstances that necessitated the emergency meeting. This notice shall be posted on the College website, as soon as feasible.
- b. The Board shall notify the Oakland County Board of Commissioners within forty-eight (48) hours after the emergency meeting ends that an emergency meeting with less than eighteen (18) hours' public notice has taken place and provide them with a copy of the official meeting notice.

## Section 7. Bylaws Unique to Closed Session Meetings

- a. The Board can enter into a closed session for purposes identified in the Michigan Open Meeting Act. A majority roll call vote of Trustees at a legal open meeting is required. The following specific situations require a two-thirds roll call vote:
  - i. Consideration of the purchase or lease of property up to the time an option to purchase or lease that real property is obtained.
  - ii. Consultation with an attorney on pending litigation when consultation with counsel in an open meeting would have a detrimental financial effect on the litigation or settlement position of the College.
  - iii. Review and consideration of job applications for CEO when candidates request confidentiality (all interviews, however, shall be held in an open meeting).
  - iv. Consideration of material exempt from disclosure under another statute.
- b. Minutes for closed sessions must be recorded and retained separate from the minutes of regular or special meetings. Closed session minutes shall not be available for public inspection and shall only be disclosed if required by law. These minutes shall be maintained by the CEO and kept as confidential documents. In the event the minutes pertain to a meeting from which the CEO was excluded, the Board Chair shall maintain the minutes. These minutes may be destroyed one year and one day (366 days) after approval of the minutes of the regular meeting at which the closed session was approved.

**Section 8. Board Committee Meetings.** Board committees shall serve in an advisory capacity only. Board Committees shall not make any decisions.

### Change Log

| Date of Change | Description of Change  | Responsible Party |
|----------------|--|-------------------|
| 10/20/2025     | Adopted 10/20/2025, to become effective 11/1/2025                                    | Board of Trustees |
| 11/1/2025      | Effective date; supersedes any previously existing bylaws on the same subject matter | Board of Trustees |