OAKLAND COMMUNITY COLLEGE®

CONFIDENTIALITY NOTICE

OAKLAND COMMUNITY COLLEGE™
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BOARD OF TRUSTEES

REGULAR MEETING AGENDA

The Regular Meeting of the Board of Trustees of Oakland Community College will be held on Tuesday, September 17, 2019, 7:00 p.m., in the Lila Jones-Johnson Theater at the Royal Oak Campus, 739 S. Washington Avenue, Royal Oak, Michigan.

AGENDA

1. **CALL TO ORDER**

2. **ATTENDANCE**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**
   4.1. June 18, 2019 Regular Board Meeting Minutes   A – **ACTION**
   4.2. August 13, 2019 Special Board Meeting Minutes   B – **ACTION**

5. **COMMUNICATIONS**
   5.1. Community Comments
   5.2. Student Government Report
   5.3. Academic Report
       5.3.1.   Academic Senate Update
   5.4. Chancellor's Comments

6. **MONITORING REPORT**
   6.1. Accreditation Monitoring Report   C - **INFORMATION**

7. **ACTION ITEMS**
   7.1. State of Michigan Appropriation Local Strategic Value Resolution   D – **ACTION**
   7.2. ACCT Leadership Congress Delegate   E – **ACTION**

8. **INFORMATION ITEMS**
   8.1. Finance Quarterly Report   F - **INFORMATION**
   8.2. College Facilities Quarterly Report   G - **INFORMATION**
   8.3. Information Technology Quarterly Report   H - **INFORMATION**
   8.4. OCC Foundation Quarterly Report   I - **INFORMATION**
   8.5. Strategic Plan Update   J - **INFORMATION**

9. **BOARD COMMENTS**

10. **ADJOURNMENT**

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

OAKLAND COMMUNITY COLLEGE
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BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
June 18, 2019
Oakland Community College
Orchard Ridge Campus, Room J306
27055 Orchard Lake Road
Farmington Hills, MI

1. CALL TO ORDER

Chair McCulloch called the meeting to order at 7:04 p.m.

2. ATTENDANCE

Present:
John P. McCulloch, Chair
Susan E. Anderson, Treasurer
Pamela S. Jackson, Secretary
Kathleen A. Bertolini, Trustee
Shirley J. Bryant, Trustee

Absent:
Pamala M. Davis, Vice Chair
Christine M. O'Sullivan, Trustee

3. APPROVAL OF AGENDA

Trustee Anderson MOVED to approve the agenda, and Trustee Bertolini seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None   Motion Carried

4. MINUTES

4.1 May 21, 2019 Special Board Meeting Minutes

Trustee Bryant MOVED to approve the May 21, 2019 Special Board Meeting Minutes. Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None   Motion Carried

4.2 May 21, 2019 Regular Board Meeting Minutes

Trustee Anderson MOVED to approve the revised May 21, 2019 Regular Board Meeting Minutes. Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None   Motion Carried

5. COMMUNICATIONS

5.1 Community Comments - none

5.2 Student Government Report - none

5.3 Academic Report

5.3.1   Academic Senate Update

Academic Senate Chair John Mitchell provided a recap of Senate activities that took place during the 2018-2019 year. Some of the activities included:
- Led the assurance argument during the HLC site visit
- Addressed the matter of third-party book buyers by removing them from the campuses
- Empowering Students in Need made great strides to serve our students
- Student Concern/Complaint form development highlighted collaborative decision-making

He also provided updates on each of the Senate Standing Committees.

Mr. Mitchell concluded with addressing some of the plans for 2019-2020:
- Major emphasis on Faculty Professional Development and Critical Thinking/Visual Thinking Strategies
- Increase Senate involvement with data relevant to academics
- Continue work with Online offerings and training for faculty
- Complete and ratify a revised Senate Constitution
- Continue to enhance collaborative decision-making, cascading communication, and trust

5.3.2   HLC Persistence and Completion Update

Associate Vice Chancellor for Academic Affairs Timothy Sherwood, counselor Kirstine Evans, and faculty members Ed Stotts and Mike Vollbach provided an update on the HLC Persistence and Completion Academy. OCC joined the academy in 2015 as part of a four-year commitment to improve student success, utilizing a three-pronged approach: program plans, student services, and engagement. This serves as a quality initiative as part of the comprehensive 10-year review. (Report on file)

Chair McCulloch asked for a motion to receive and file the HLC Persistence and Completion Update Report. Trustee Bertolini so MOVED, and Trustee Bryant seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None   Motion Carried

5.4 Chancellor's Comments

Mr. Provenzano commented on the following:
- Three retirees were recognized for their service at OCC:
  - Margaret Carroll - 23 years – Executive Director of Human Resources
  - Francine Jones - 36 years – Mailroom, Shipping, and Receiving Clerk
  - Lu Ann Whiting - 40 years – Food Services Technician/Cashier/Bookkeeper
- Six new employees were recognized:
  - Beverly Brown, Director of Secondary Partnerships
  - Michelle Collier, Paraprofessional
  - John Ousnamer, Paraprofessional
  - Roxanna Reeves, Paraprofessional
  - Deljuan Sams, Paraprofessional
  - Melody Standridge, Laboratory Technician
- Two faculty members graduated from the Galileo Teacher Leadership Academy: Alfred DeFreece, Sociology faculty and Bryan Dubin, Behavioral Sciences faculty
- Chef Kevin Enright received the Honorable Order of the Golden Toque award, which is limited to 100 members nationally. The award is given for professional attainment of high estate, abiding interest in professional progress and devoted and distinguished service to the Culinary Profession and Arts.
- Two OCC students were elected to offices for the Michigan PTK Region: Elena Wong elected President and Julian Wilson elected PR Historian
- The 8th Annual OCC Film Festival was held on June 6 at the Orchard Ridge Campus Smith Theatre. Numerous films were presented by current and past OCC students. The grand prize went to Liseth Sanford-Espinel, and honorable mention went to Jake MacDonald.
- A big thank you goes out to the generosity of the Randahl Agency in Birmingham and Meemic Insurance Co. who donated funds for faculty members Dane Bartz and Patrick Harris to assist them in attending the educational conference of their choice
- Congresswoman Haley Stevens visited the Auburn Hills Campus on June 3 as part of her Manufacturing Monday Tours
- Arts, Beats, and Eats kicked off with a press conference on June 4 at the Royal Oak Campus, once again announcing our partnership with this event
- OCC's inaugural Enchanted Forest Prom took place on June 13 at the Highland Lakes Campus and was a great success with a sell-out crowd of 120 people. The event was sponsored by the Spectrum Club, which celebrates diversity and embraces inclusivity.
- OCC student Kelli Rodocker was among the first students to receive the Global Literacy Endorsement and earned the Benjamin A. Gilman International Scholarship from the US Department of State. She will be heading to Alicante, Spain to expand her language and intercultural learning.
- The 11th Annual Garden Party, held on June 9 at Meadow Brook Hall, was a huge success having over 650 registrants and 578 in attendance. The Garden Party benefits the OCC Foundation and provides scholarships and support for students in our skilled trades programs.
- Thirty-three students graduated from OCC's Oakland Police Academy on June 14, with two-thirds of the students already employed prior to completing their 17-week training
  (Report on file)

6. MONITORING REPORT

6.1 Student Services Monitoring Report

Vice Chancellor for Student Services Lori Przymusinski provided an overview to the Board. Student Services represents an enormous, multi-faceted endeavor, which has a directed impact on student success. Many offices serve students in numerous ways, each office shaped by complex legislations/policies at federal/state levels. Student Progression entails:

- Application and admission; i.e., recruitment events, tours, streamlined technology, and partnerships
- Onboarding and enrollment; i.e., orientation, placement testing, counseling, financial aid, scholarships
Engagement with College's comprehensive services; i.e., counseling, ACCESS, academic support center, library, co-curricular and extra-curricular activities
- Progression toward goal attainment (supported by College services noted above)

Coordinator Steve Messina provided an update on ACCESS, and faculty member Rosalind Reaves reported on the on the Academic Support Center.

Going forward, Ms. Przymusinski plans to conduct student services satisfaction surveys during the fall and winter semesters.
(Report on file)

Chair McCulloch asked for a motion to receive and file the Student Services Monitoring Report. Trustee Anderson so MOVED, and Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None   Motion Carried

7. **ACTION ITEMS** - none

8. **INFORMATION ITEMS** - none

9. **BOARD COMMENTS** - none

10. **ADJOURNMENT**

Trustee Bryant MOVED to adjourn the meeting, and Trustee Jackson seconded.

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

NAYS: None   Motion Carried

Chair McCulloch adjourned the meeting at 8:53 p.m.

_____
Cherie A. Foster

_____
Date

_____
John P. McCulloch, Chair

_____
Pamela S. Jackson, Secretary

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

BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
August 13, 2019
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304

1. **CALL TO ORDER**

Chair McCulloch called the special meeting to order at 6:00 p.m. for the purpose of going into closed session to discuss labor negotiations. He pointed out to the Board that they have a Revised Agenda before them. Chair McCulloch noted Item 4.4 OCC and AFSCME Local 1999 Maintenance Master Agreement was removed from the agenda as an action item as its members have not yet ratified the contract.

2. **ATTENDANCE**

<u>Present</u>
John P. McCulloch, Chair
Pamala M. Davis, Vice Chair
Susan E. Anderson, Treasurer
Pamela S. Jackson, Secretary
Kathleen A. Bertolini, Trustee
Shirley J. Bryant, Trustee
Christine M. O'Sullivan, Trustee

<u>Absent</u>
None

3. **CLOSED SESSION**

Chair McCulloch asked for a motion to go into closed session for the purpose of discussing labor negotiations. Trustee Davis so MOVED, and Trustee Jackson seconded.

Roll call vote:

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

NAYS: None   Motion Carried

The Board returned to open session at 6:35 p.m.

4. **ACTION ITEMS**

    4.1 OCC and Police Officers Labor Council Master Agreement Wage Reopener

    Trustee Davis MOVED the Board of Trustees approve the collective bargaining agreement with Police Officers Labor Council covering the period of July 1, 2019 through June 30, 2020. Trustee Bertolini seconded.

    A roll call vote was taken:

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

    NAYS: None   Motion Carried

    4.2 OCC and AFSCME Local 2042 Classified Master Agreement Economic Reopener

    Trustee O'Sullivan MOVED the Board of Trustees approve the collective bargaining agreement with American Federation of State, County and Municipal Employees Local 2042 covering the period of July 10, 2019 through June 30, 2020. Trustee Anderson seconded.

    A roll call vote was taken:

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

    NAYS: None   Motion Carried

    4.3 OCC and International Union of Operating Engineers Local No. 324 Master Agreement July 10, 2019 – June 30, 2022

    Trustee Anderson MOVED the Board of Trustees approve the collective bargaining agreement with International Union of Operating Engineers Local No. 324 covering the period of July 10, 2019 through June 30, 2022. Trustee Bryant seconded.

    A roll call vote was taken:

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

    NAYS: None   Motion Carried

5. **COMMUNICATIONS**

    5.1 Community Comments - None

6. **TRUSTEE COMMENTS**

    With Oakland County Executive Brooks Pattersons' passing last week, Trustee Jackson shared a fond memory of a meeting she attended years ago with Mr. Patterson.

    Trustee Bertolini commented on a college fair held at the Oakland County offices where 20 different institutions were in attendance, and OCC was the best represented.

7. **ADJOURNMENT**

Chair McCulloch adjourned the meeting at 6:40 p.m.

_____

Cherie A. Foster

_____

Date

_____

John P. McCulloch, Chair

_____

Pamela S. Jackson, Secretary

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

INFORMATION

Board Agenda Item 6.1
September 17, 2019

ACCREDITATION
MONITORING REPORT

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Executive Summary

Oakland Community College aligns with accreditors and standard-setting organizations throughout several levels of the institution. From its overall accreditation by the Higher Learning Commission (HLC), to program-level accreditation and alignment with external licensure and certification, to quality measures throughout its curriculum, the College continually improves the rigor and outcomes of an OCC education.

Compliance with such standard-setting bodies signals the value and benefit of OCC's programs and courses to current and prospective students, employers, and the overall community. Evaluating the College and its curriculum against external guidelines drives improvement in educational excellence and professional preparation. Ongoing, cyclical, comprehensive review also leads to innovation and strategies to improve student outcomes.

In 2019, OCC reaffirmed its accreditation with the HLC through 2029. The College is also steadily increasing its distance education offerings, while preserving a high level of quality in collaboration with several external organizations. The rigor within the development and delivery of distance education ensures an online educational experience that meets or exceeds the face to face classroom and campus. Significant improvements were made to the student concerns process and additional improvements are ongoing. Further, the College completed the Persistence and Completion Academy and continues to implement best practices learned from its participation. Additional actions to improve the student experience and student services are being implemented, including quality service surveys and the investigation of technology solutions to increase consistency, efficiency, and impact.

In terms of program accreditation, in 2019 the College drafted a set of detailed criteria by which potential accreditation options can be consistently evaluated. Obtaining and maintaining program accreditation offers several benefits to OCC's students, but also requires an ongoing commitment of the College's time and resources. In a cost-benefit analysis of accreditation options, several criteria can be considered: professional value, market standard/advantage, transfer implications, and sustainability. Currently the Collision Auto Repair (CAR) and Automobile Servicing (AUS) programs plan to obtain accreditation in 2020.

Annual reporting on Perkins-funded programs includes the number of programs and courses that prepare students for external licensure or certification. At OCC, this number spans 21 Career and Technical Education (CTE) disciplines, such as Nursing, Machine Tool, Welding, etc. An additional eight programs were approved for Perkins funding in 2019, with two more applications still pending approval. Approved programs must maintain statewide standards across several key metrics, benchmarked with peer institutions, driving quality and improvement in CTE.

Finally, OCC's internal processes provide a comprehensive, ongoing quality evaluation and continual improvement. Processes such as curriculum review, student learning assessment, and data-informed decision making integrate external standards and requirements into evaluative frameworks that allow the College to examine its success and improve its educational excellence.

Introduction

As indicated in Board of Trustee [Policy 4.4](#), Oakland Community College (OCC) is committed to continuously improving program and service quality. The College is further committed to maintaining programs and services that meet assurance standards set forth by affiliated professional organizations, as well as the Higher Learning Commission (HLC), the College's regional, institutional accrediting body.

Students benefit from professionally recognized and peer-reviewed programs and services, and from regional accreditation that allows them to access government financial aid and grants. Additionally, students benefit when their courses transfer to other accredited institutions and when courses and programs are aligned with professional standards that allow them to obtain industry-recognized credentials.

The College benefits when its programs and services are validated through benchmarking, audits and other means of inspecting their quality, conducted by professional organizations. Additionally, a systematic assessment framework allows for thoughtful evaluation and improvement of programs and services. The College receives value when programs and services are recognized for professional excellence by peer organizations. Moreover, the community benefits by the assurance that tax dollars are wisely spent.

Institutional Accreditation

College Standing with the Higher Learning Commission

Accreditation Reaffirmation

- The Higher Learning Commission (HLC) completed its comprehensive visit in March 2019. Within the ten-year accreditation cycle, the next visit will occur in 2029. All five criteria received approval, with a four-year follow-up on institutional culture as part of normal reporting processes.
  - ✓ Criterion 1 – Mission
  - ✓ Criterion 2 - Integrity: Ethical and Responsible Conduct
  - ✓ Criterion 3 - Teaching and Learning: Quality, Resources, and Support
  - ✓ Criterion 4 - Teaching and Learning: Evaluation and Improvement
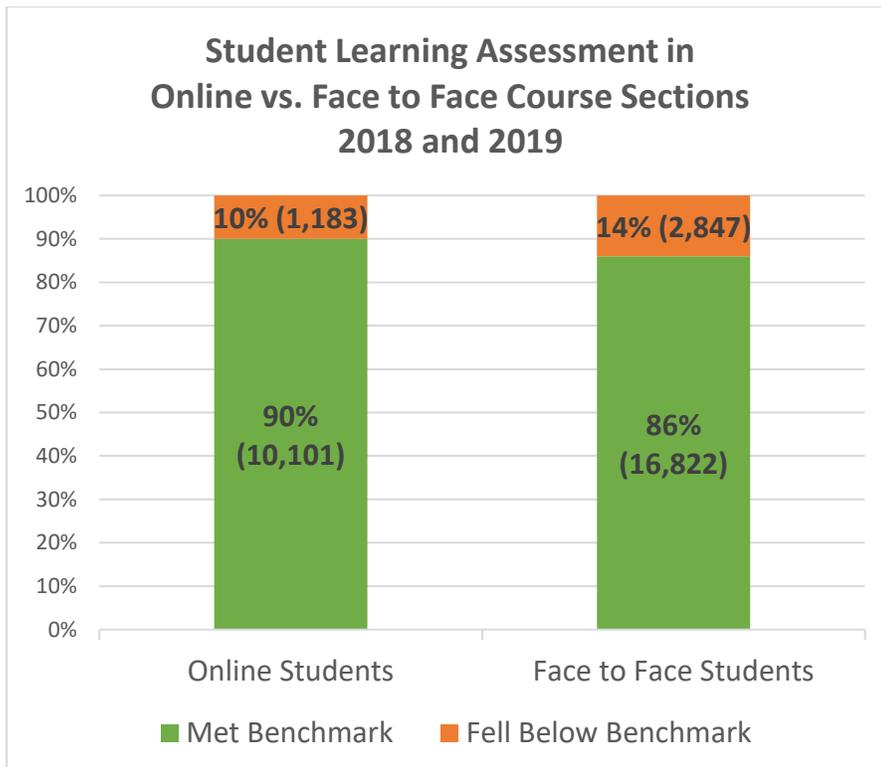 - ✓ Criterion 5 - Resources, Planning, and Institutional Effectiveness

Distance Education

- In response to the rapid growth and demand of online education, the HLC adopted strict program standards to which member institutions must adhere.
- Throughout the expansion process, the College has maintained a strong commitment to quality of instruction and services. This quality has resulted in OCC being approved to develop any courses or programs it deems appropriate for online delivery. Several organizations guide and support this academic rigor:
  - As a Quality Matters**TM** institution, OCC meets and maintains a high level of evidence-based standards in the development and delivery of online education.
  - In 2018, the College joined SARA (the State Authorization Reciprocity Agreement), a voluntary agreement among member states and U.S. territories that established comparable national standards for interstate offering of post-secondary distance-education courses and programs. This membership helps students take online courses offered by post-secondary institutions based in another state and circumvents the need for OCC to obtain permission from other institutions on a course-by-course basis.
  - Further, through participation in Michigan Colleges Online (MCO), the College facilitates the successful transfer of online courses to help students meet their goals based on course availability and scheduling at various institutions. Online students can also take proctored exams at other MCO sites or another approved location.
  - Membership in ETOM (the Educational Technology Organization of Michigan), provides the College with ongoing professional development opportunities, research and resources on the latest improvements in distance education.
  - OCC was one of the first colleges to enforce two-star level ADA compliance in its courses and programs, initially exceeding the standard set by federal guidelines.
  - The instructional designers and technologists within the College's Academic Technologies Group (ATG) ensure courses follow the principles of universal design, meeting the needs of diverse learners.
  - ATG staff offer extensive support to students and faculty in their use of technology such as the D2L learning management system. Students prepare for successful online learning via the Online Learning Readiness Course (DIST 1000). Students can receive

all student services <u>online</u> and attend remote Counseling appointments using <u>Zoom</u> technology.
- o ATG offers weekly workshops and provides monthly newsletters to support faculty professional development related to teaching with technology. They also connect faculty with <u>Turnitin®</u>, a program to prevent plagiarism.
- o ATG works closely with the Office of Institutional Effectiveness, partnering to ensure faculty design courses around the common course outcomes and assess student learning appropriately.
- o The high level of quality and rigor mandated in OCC's online curriculum, including course design, course delivery, student support services, and student learning assessment, give OCC a competitive edge over other institutions.
- In total, 60 faculty have successfully completed a rigorous training program that prepares them to teach online.
- Student enrollment in online education is also growing (see chart below).

Academic Year (Fall, Winter, Summer)	# of Sections with Online Component	# of Students in Sections with Online Component
2016-2017	142	3,665
2017-2018	180	4,794
2018-2019	228	6,035

- Student learning assessment findings demonstrate overall student learning online that meets or exceeds the learning in face to face instruction:
Of students assessed in 122 courses in 2018 and 2019, 90% (10,101/11,284) met the benchmark for student learning in online sections versus 86% (16,822/19,669) in traditional sections (including ASC, CRJ, ENG, HIS, HUM, MAT, PHI, POL, SOC).

Student Learning Assessment in Online vs. Face to Face Course Sections 2018 and 2019

Online Students: 10% (1,183) Fell Below Benchmark; 90% (10,101) Met Benchmark

Face to Face Students: 14% (2,847) Fell Below Benchmark; 86% (16,822) Met Benchmark

Legend: Met Benchmark, Fell Below Benchmark

- In order to successfully develop an online course, curriculum should be up to date, student learning assessment should be occurring and providing meaningful results and reflection, and faculty should be available to design and teach the course online.
- Currently, the Criminal Justice – Generalist program is offered online and other programs are in development.
- The Library Services and Technology (LIB.AAS) program, after discussions with its Advisory Board and college leadership, is prioritizing the development of additional online courses. Once all courses are fully approved for online delivery, the full program can be completed online. Further curricular updates and improvements will be made, with a future goal of obtaining American Library Association (ALA) certification. In this program, certification occurs at the course level, and the program plans to submit the first two courses for certification in 2019-20. The program has also expanded publicity and recruitment, including a booth at the Michigan Library Association Conference in Fall 2019. Program expansion is particularly beneficial as OCC has the only library technician program available in Michigan and Ohio.
- Additional programs currently pursuing online development include:
  - Computer Information Systems - Business Systems Analysis Option (CIS.BSA.AAS)
  - Fire Fighter Technology (FFT.AAS)

Federal Compliance

- The areas of compliance are comprehensive and range from Title IV federal financial aid regulations to program details, publications and processes, records of student complaints, and student learning assessment. OCC submitted a Federal Compliance report prior to the HLC reaffirmation site visit, demonstrating the College's compliance with Federal regulatory requirements.

- Consistent Management of Student Concerns
  - In order to continue to grow and support student satisfaction and experience, in 2019 the College created a concerns webpage where students may submit non-academic concerns and feedback to the College via one centralized, consistent point of contact. The website outlines different types of concerns and the regulatory bodies and organizations responsible for reviewing them, i.e. Higher Learning Commission, the State of Michigan's Department of Licensing and Regulatory Affairs (LARA), the Military OneSource Postsecondary Education Complaint System, etc. Student concerns are then routed to the appropriate person, department or office.
  - Per procedure, academic issues are discussed first with faculty and then, if unresolved, with the department Chair. The Dean of Student Services Office at each campus is available to assist students in these matters.
  - Further, in 2018-19 a cross-departmental team reviewed three versions of software that could help the College manage and respond to student concerns efficiently and effectively. After a thorough evaluation, Maxient software was selected and will be implemented in 2020.

- Compliance also includes tracking and reporting student outcomes to meet various state and federal requirements. The student outcome data (including rates of retention, transfer, degree attainment, licensure exam pass rates, etc.) impact multiple processes at the College to drive improvement, such as:

  o Strategic planning initiatives
  o Cyclical curriculum review process
  o Assessment of student learning
  o Data-informed decision making
  o Student services
    For example, the increase in online instruction and retention of students in online courses (among other data) brought about the need to implement a pointed orientation for students taking online courses at the college.
  o Marketing
    With enrollment decline, the college has increased marketing campaigns and designed targeted campaigns for certain programs.
  o Transfer and articulation
    Data regarding course transfer rates allows the college to refine or develop articulation agreements with post-secondary institutions.

- Student outcome data at the program level are provided via individual program webpage when available.

  o For instance, the Radiologic Technology program provides specific data related to student outcomes.
    - Over the five years (2013-2017) currently reported to the accreditor, JRCERT (Joint Review Committee on Education in Radiologic Technology), 100% of graduates (40/40) passed the American Registry of Radiologic Technologists (ARRT) credentialing examination on the first attempt.
    - Further, of graduates that replied to a follow-up survey, 100% (38/38) found employment within twelve months of graduation.

  o The Associate Degree Nursing Program also provides program outcomes to its accreditor, the Accreditation Commission for Education in Nursing. The program also carries full approval of the Michigan Board of Nursing within the State's Department of Licensing & Regulatory Affairs (LARA).
    - From January-June 2018, 90.6% of graduates passed the NCLEX-RN licensing exam on the first attempt.
    - As of July 2017, 100% of graduates were employed in the nursing profession after passing the NCLEX-RN.
    - Finally, in July 2017, 95% of OCC Associate Degree Nursing graduates reported that the quality of education was very good to excellent.

Quality Initiative

- As a requirement of the accreditation reaffirmation process, HLC institutions in the Open Pathways model undertake a quality initiative that addresses a major aspect of college operations.

- For its quality initiative, the College completed the three-year HLC Persistence and Completion (P&C) Academy in June 2019. Through this work, the College:
  - Improved communication of academic pathways to students
  - Improved student service processes
  - Increased the level of engagement between faculty and students
- Additional initiatives include the development of two innovative scholarship programs to improve student persistence and completion:
  - Completer Scholarship – Scholarship program to help students finish the last one or two courses in their program (Piloting in Fall 2019 or Winter 2020)
  - Summer Momentum – Summer scholarship program intended to encourage students to return in the Fall semester (begin Summer 2020)
- A proposal for OCC's next Quality Initiative (QI) is due between September 1, 2023 and August 31, 2026. The QI final report is due between September 1, 2027 and August 31, 2028.

Institutional Actions

- Student Concerns Process
  - 2018 Action Completed: Investigate software applications to improve efficiency of the student concerns process.
    - 2019 Action Update: After comprehensive review, Maxient software was selected and will be implemented in 2020.

- Quality Services Surveys
  - 2018 Action: Implement a quality service survey in order to help maintain a high level of service to our students.
    - 2019 Action Update: Quality service surveys are being developed in summer 2019 and will be implemented in fall 2019 in Financial Aid, Counseling, ASC, ACCESS, Library, Student Life and Career Services. These surveys will focus on student satisfaction with the service provided and allow each area to implement action plans for improvement quickly after receiving student feedback.

- Distance Education
  - 2019 Action: Work with Academic Senate to identify additional online programs.
  - 2019 Action: Pilot software for remote online exam proctoring, to allow students to take tests fully online verified and monitored by the service selected.

- As the College updates its strategic plan, these actions continue to align with four current strategic plan initiatives:
  - Improve the student experience.
  - Create a culture of customer service and innovation.
  - Enhance utilization of people, processes, and technology.
  - Enhance and innovate educational offerings.

External Program Recognition

Program Accreditation

Accreditation for eligible programs at the College provides alignment with academic and professional standards that support the development of relevant curriculum with the best practices of each profession. OCC has seventeen programs that have relationships, specialized accreditation, or professional recognition among eighteen external bodies. These bodies, and the programs they recognize, can be found on OCC's program accreditation page. Further, students are also notified that a program is recognized by an external body on the individual program pages on OCC's website. Examples include the Dental Hygiene program, Culinary programs and Police Academy. All of OCC's programs with external accreditation are currently in good standing with their respective governing or coordinating body.

- Seventeen OCC programs have received and maintain external accreditation.
- Two programs are in the process of seeking external accreditation.
- See full listing of program accreditation details in Appendix Table 1.

OCC's programs in Collision Auto Repair (CAR) and Automobile Servicing (AUS) are seeking accreditation from the National Automotive Technicians Education Foundation (NATEF), which in 2018 expanded into the ASE Education Foundation. Currently, the programs are in the process of establishing a review committee and scheduling a site visit, though recent staffing changes have postponed some of this work. Still, accreditation is expected in 2020.

Validation by external associations can increase rigor, opportunity, and community connection.
- As just one example, the Fire Fighter I & II training offered by the Oakland Fire Training Institute is Pro Board approved through membership with the Regional Alliance for Firefighter Training (RAFT). RAFT provides training to fire academies and fire departments to ensure skills are kept up to date and training is current.
  - This association with RAFT and Pro Board allows the CREST facilities to be rented and utilized for national certification testing.
  - Similar to other accreditations, good standing with Pro Board requires an onsite visit and OCC's Fire Academy is scheduled for its first visit in 2020-21.
  - Further, OCC holds responsibility for being the primary fiduciary for the State and demonstrates OCC's strong commitment to the profession and level of good standing with national standard-setting bodies.

Guidelines for Program Accreditation

The Office of Curriculum, Student Learning & Evaluation within Institutional Effectiveness has proposed guidelines for evaluating the benefit of specific program accreditations based on the time and resources needed to acquire and maintain them. The following broad criteria developed in collaboration with OCC's Academic Deans can guide decision making when the College is considering the pursuit of external recognition for a program:

- **Accreditation holds professional value:** External accreditation will significantly enhance the ability of graduates to obtain employment, or employment in the field is not possible

without a degree from an institution with external accreditation. Two examples include the Police Academy and MCOLES (Michigan Commission on Law Enforcement Standards) or Nursing and ACEN (Accreditation Commission for Education in Nursing).

- **Market standard/advantage:** College competitors for the same program are widely externally accredited, displaying market standard for this degree level or type of education.
- **Transfer implications:** Transfer institutions widely accept credit for program, or line of study, only from accredited institutions.
- **Accreditation requirements do not exceed the college's resource capacity:** Two examples include the ability to afford annual accreditation fees and provide staffing to meet requirements (i.e. requirement of accreditation requires employing a program manager in addition to instructional faculty and college cannot fiscally support such staffing).
- **Sustainability:** It is determined that the external accreditation, once obtained, is sustainable with current college staff and resources.
- **Benefit:** By evaluating program accreditations against consistent standards, the College and its faculty can determine the most value-added use of time and resources for student learning and professional outcomes.

Programs approved by the State to receive Perkins funding

State approval makes programs eligible to receive available Perkins funding to improve the educational experience and occupational preparation via equipment, professional development, etc. Access to Perkins funds helps students benefit from up-to-date technology and supports program faculty so they can access the latest instructional techniques, methodologies, training, etc.

- In 2018, 48 OCC programs were Perkins approved. Due to applications submitted to the State in the prior year, OCC now has 56 approved programs (including Collision Auto Repair, Construction Management, Criminal Justice, Police Academy, and Fire Fighter Technology).
- Two additional programs are pending approval (EMS-Paramedic, EMT).

Programs and courses leading to certification or licensure

- Out of the Perkins approved programs, currently 14 career and technical programs lead to professional licensure or certification (see Table A below). Additionally, 24 career and technical courses lead to industry-recognized licensure or certification (See Table B below). These outcomes are reported to the State and benchmarked with peer institutions via Perkins metric 1P1.
- Alignment with licensure and certification standards provides employment and occupational benefits to students, without the additional staffing that accreditation often requires. In the case of certain technical fields, such as HVAC/R Systems, Machine Tool, and Welding, these certifications are not required for employment, but give OCC students a competitive edge, additional skills, and the opportunity for promotion.

Table A: CTE programs leading to professional licensure/certification

Program Code	Program Title
CUL.AASX	Culinary Arts
DHY.AASX	Dental Hygiene
DMS.AASX	Diagnostic Medical Sonography
MDA.AAS	Medical Assisting
MDA.CT	Medical Assisting
MDA.MOA.CA	Medical Assisting: Medical Office Administrative Procedures
MDA.MIC.CA	Medical Assisting: Medical Insurance Coding and Billing
MDA.PHT.CA	Phlebotomy
NUR.AAS	Nursing
NUR.TPN.AAS	Nursing: Transitional LPN to ADN Track
RAL.AASX	Radiologic Technology
RSP.AASX	Respiratory Therapy
SLI.AAS	Sign Language Interpreter
SUR.AASX	Surgical Technology

Table B: CTE courses leading to industry-recognized licensure/certification

Course Code	Course Title
CIS 1305	CCNA Studies I: Introduction to Networks
CIS 1310	CCNA Studies II: Routing and Switching Essentials
CIS 1320	CCNA Studies III: Scaling Networks
CIS 1330	CCNA Studies IV: Connecting Networks
CMN 1400	Construction Safety
CUL 1010	Food Standards, Sanitation and Hygiene
HVA 1210	Domestic and Commercial Refrigeration
HVA 1220	Commercial Refrigeration II
HVA 1430	Residential and Commercial Control Systems
HVA 1630	Heating Technology II
HVA 1650	Troubleshooting Air Conditioning
MTT 1100	Introduction to Machine Tools
MTT 1200	Machine Tool Setup & Operation
MTT 1300	Advanced Machining Processes
MTT 2100	Introduction to Computer Numerical Control (CNC)
MTT 2200	G&M Code CNC Programming
ROB 2400	Robotic Automated Systems Applications
WEL 1000	Introduction to Welding: Theory and Practice I
WEL 1050	Defects and Discontinuities in Welding
WEL 1100	Introduction to Welding: Theory and Practice II
WEL 1310	Gas Metal & Flux-Cored Arc Welding (GMAW & FCAW)
WEL 1320	Gas Tungsten Arc Welding (GTAW)
WEL 1330	Shielded Metal Arc Welding
WEL 2100	Layout Theory and Fabrication

OCC Processes to Assure Quality Education

Even when programs do not have external accreditation, OCC has processes in place to ensure quality programs are offered with quality curriculum and expert faculty. Advisory committees and curriculum review are two ways the College does this.

Advisory committees help:
- Improve program quality and align student/program outcomes with industry/community needs.
- Assist in the planning, evaluating, and revising of programs.
- Provide an alternate source of ideas and perspectives, and advocate for the program in the community.
- Facilitate relevant communication and advocacy with stakeholders, both internal and external to the College.
- Contribute to program reviews, accreditations or re-accreditations, curriculum improvement initiatives, and quality of learning outcomes.

Operation of these committees may be governed by State or other regulatory agencies in addition to OCC's guidelines.

The curriculum review process:
- Uses data and information relating to student learning, enrollment, completions, curriculum design, program sequencing, student grades, and past initiatives to inform the extent to which program/discipline goals, institutional priorities, and accreditation requirements are supported in a program or discipline. Data and information are interpreted by program/discipline faculty and their academic dean.
- In terms of supporting accreditation requirements, there are pointed sections of the review, that discuss external accreditation and standing with external bodies.
- Additionally, when reviewing the results of student learning assessment faculty are asked to identify how learning outcomes are guided by external accrediting entities and reflect on alignment with external accreditation requirements and standards.
- For applicable programs, there is a sub-section of the curriculum design section that provides program and institution-level performance on the Perkins Core Indicators from the previous academic year. Faculty are asked to respond to their programs' performance on these indicators, in context of the College's overall performance, and formulate actions for improvement when necessary.

- Program Accreditation
  - 2018 Action: Establish a set of guidelines to determine if eligible programs should seek accreditation, based on benefit to the student, College and community.
    - 2019 Action Update: Criteria have been drafted and are under review (see pages 9-10).

- State/Perkins Approval:
  - 2018 Action: Submit additional applications for State/Perkins approval, aligned with the curriculum review process.
    - 2019 Action Update: Eight additional applications were approved in 2018-19

and two more are pending.

- Performance on Perkins Indicators
  - <u>2018 Action</u>: Incorporate Perkins Core Performance Indicators (CPI) into the College's cyclical curriculum review process, to ensure standards are met or exceeded. Expected implementation: 2018-19.
    - <u>2019 Action Update</u>: This action was successfully completed in 2018-19 and will benefit curriculum review processes going forward.

- As the College updates its strategic plan, these actions continue to align with two current strategic plan initiatives:
  - Enhance utilization of people, processes, and technology.
  - Enhance and innovate educational offerings.

Appendix

Table 1: List of programs eligible for external accreditation, name of accreditor, status

	Program Title / Code	Predominant Accrediting Agency	Accreditation Status	Reaffirmation Date
1	Police Academy (CRJ.OPA.CA)	State of Michigan - Michigan Commission on Law Enforcement Standards	Accredited / Approved	Annual Process*
2	Culinary Arts (CUL.AASX)	Primary: American Culinary Federation (Secondary: National Restaurant Assoc.)	Accredited / Approved	Dec 2019
3	Dental Hygiene (DHY.AASX)	American Dental Association Commission on Dental Accreditation	Accredited / Approved	2020
4	Diagnostic Medical Sonography (DMS.AASX)	Commission on Accreditation of Allied Health Education Programs	Accredited / Approved	2025
5	Emergency Medical Services (EMS.AAS)	Primary: Committee on Accreditation for the EMS Professions (CoAEMPS) (Secondary: Michigan Department of Health and Human Services)	Accredited / Approved	2022
6	EMT (EMS.EMT.CA)	Primary: Committee on Accreditation for the EMS Professions (CoAEMPS) (Secondary: Michigan Department of Health and Human Services)	Accredited / Approved	2022
7	Paramedic Certificate (EMS.PAR.CT)	Primary: Committee on Accreditation for the EMS Professions (CoAEMPS) (Secondary: Michigan Department of Health and Human Services)	Accredited / Approved	2022
8	Fire Academy (FFT.CA)	Primary: Pro Board Fire Service Professional Qualifications System (Secondary: State of Michigan - Michigan Fire Fighters Training Council)	Accredited / Approved	Annual Process*
9	Medical Assisting (MDA.AAS)	Commission on Accreditation of Allied Health Education Programs	Accredited / Approved	2021
10	Medical Assisting Certificate (MDA.CT)	Commission on Accreditation of Allied Health Education Programs	Accredited / Approved	2021
11	NUR Transitional LPN from LPN to AND (NUR.TPN.AAS)	Primary: Accreditation Commission for Education in Nursing (Secondary: Michigan Board of Nursing)	Accredited / Approved	2022
12	Paralegal (PLG.AAS)	Primary: American Bar Association (Secondary: American Association for Paralegal Education (AAfPE)	Accredited / Approved	2022
13	Paralegal Post Baccalaureate	Primary: American Bar Association	Accredited / Approved	2022

	Professional Certificate (PLG.CT)	(Secondary: American Association for Paralegal Education (AAfPE)		
14	Radiologic Technology (Extended) (RAL.AASX)	The Joint Review Committee on Education in Radiologic Technology	Accredited / Approved	2024 (with 2020 interim report)
15	Respiratory Therapy (RSP.AASX)	The Commission on Accreditation for Respiratory Care (CoARC)	Accredited / Approved	2020
16	Sign Language Interpreter (SLI.AAS)	Commission on Collegiate Interpreter Education	Accredited / Approved	2025
17	Surgical Technology (SUR.AASX)	Commission on Accreditation of Allied Health Education Programs	Accredited / Approved	2023
18	Automobile Servicing (AUS.AAS)	National Automotive Technicians Education Foundation (now ASE)	Seeking Accreditation	Anticipated 2020
19	Automobile Servicing Certificate (AUS.CT)	National Automotive Technicians Education Foundation (now ASE)	Seeking Accreditation	Anticipated 2020
20	Collision Auto Repair: Non-Struct Repair Tech Certificate (CAR.NRT.CT)	National Automotive Technicians Education Foundation (now ASE)	Seeking Accreditation	Anticipated 2020
21	Detailer / Painter Assistant (CAR.PRT.CA)	National Automotive Technicians Education Foundation (now ASE)	Seeking Accreditation	Anticipated 2020
22	Collision Auto Repair: Paint & Refinish Tech Certificate (CAR.PRT.CT)	National Automotive Technicians Education Foundation (now ASE)	Seeking Accreditation	Anticipated 2020
23	Library Technician (LBT.AAS)	American Library Association	Seeking Accreditation	Pursuing Course Certification
24	Library Technician Certificate (LBT.CT)	American Library Association	Seeking Accreditation	Pursuing Course Certification
25	Business Administration - Concentration in Accounting (ACC.ABA)	Accreditation Council for Business Schools and Programs	Eligible for Accreditation	
26	Business Administration (BUS.ABA)	Accreditation Council for Business Schools and Programs	Eligible for Accreditation	
27	Baking and Pastry Arts Certificate (CUL.BPA.CT)	Primary: American Culinary Federation (Secondary: National Restaurant Association)	Eligible for Accreditation	
28	Early Childhood Education (ECE.AAS)	National Association for the Education of Young Children	Eligible for Accreditation	
29	International Commerce (ICM.INT.AA)	Accreditation Council for Business Schools and Programs	Eligible for Accreditation	
30	Medical Insurance Coding & Billing (MDA.MIC.CA)	Commission on Accreditation of Allied Health Education Programs	Eligible for Accreditation	
31	Medical Office Admin. Procedures (MDA.MOA.CA)	Commission on Accreditation of Allied Health Education Programs	Eligible for Accreditation	
32	Phlebotomy (MDA.PHT.CA)	Commission on Accreditation of Allied Health Education Programs	Eligible for Accreditation	

33	Associate of Arts - Music	National Association of Schools of Music	Eligible for Accreditation	
34	Music Certificate	National Association of Schools of Music	Eligible for Accreditation	
35	Restaurant Management	National Restaurant Association	Eligible for Accreditation	
36	Cybersecurity (CIS.CYS.AAS)		Eligible for Accreditation	
37	Cybersecurity Certificate		Eligible for Accreditation	
38	Machine Tool - Numerical	National Institute for Metalworking Skills (NIMS)	Eligible for Accreditation	
39	Machine Tool - Numerical	National Institute for Metalworking Skills (NIMS)	Eligible for Accreditation	

* The Police Academy and Fire Academy accreditations are unlike traditional program accreditations, which require a self-study on a cyclical basis and often annual reports and site visits.

Once received, the police academy accreditation is reliant on yearly operational plans, and site visits after graduation of each cohort that serve as applications to extend the accreditation. A full self-study evaluation is only necessary when requested by the accrediting body, MCOLES. The operational plans are reviewed by MCOLES and when requested revisions are made until a final, agreeable, contract is established. This contract approval grants OCC permission to run a recognized police academy that meets the standards of, and is recognized by, MCOLES.

Once received, the fire academy accreditation is reliant on yearly operational plans that serve as applications to extend the accreditation. These plans are reviewed by a committee, in this case the Pro Board Committee on Accreditation, and an informal email of approval is sent to the Fire Academy Program Manager.

OAKLAND COMMUNITY COLLEGE™
Excellence *Empowered.*™

ACTION

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

OAKLAND COMMUNITY COLLEGE

At a regular meeting of the Board of Trustees of the Oakland Community College, State of Michigan, held on the 17th day of September, 2019, at 7:00 p.m., Eastern Daylight Savings time, in the Oakland Community College Lila Jones-Johnson Theater at the Royal Oak Campus in Royal Oak, Michigan there were:

PRESENT: _____

_____

_____

ABSENT: _____

The following preambles and resolution were offered by _____ and seconded by _____.

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:

For Category A, Economic and Business or Industry Partnerships:

Economic and Business or Industry Partnerships	Examples of Oakland Community College Adherence
(i) The College has active partnerships with local employers including hospitals and health care providers.	The College has agreements across 14 different programs and agreements such as Health Administration, Nursing, Exercise Science with hospitals (including but not limited to Beaumont, Crittenton, Botsford, Oakwood, and St. Joseph Hospital). Economic Development partnerships (10) include Oakland County Economic Development Division, Medical Main Street, Oakland County Chambers Network, and Business and Industry partnerships (25) include groups such as Chrysler, GM, Eaton, and others.
(ii) The College provides customized on-site training for area companies, employees, or both.	The College has 22 current Michigan New Jobs Training Program agreements with one additional pending final approval; current contracts are just over $4.5 million. In addition, the College also offers a variety of contract training to business and industry, examples include Leadership Series, Project Management (PMP) Certification, LEAN, Microsoft Office, Apprenticeship Programs, Robotics, Programmable Logic Controls (PLC), First Aid, CPR, and Teambuilding Courses. In addition, under the auspices of a grant with Oakland County Michigan Works!, professional development classes such as Customer Service Skills Training and Handling Hostile Customers in the Workplace, including Active Shooter, are provided to Oakland County Michigan Works! personnel. In partnership with the America's Promise program, short-term training programs in CNC Machining and PLC Robotics Technician have also been conducted.
(iii) The College supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.	The College provides lead faculty in engaging with the Goldman Sachs 10,000 Small Businesses initiative in partnership with Detroit area economic developers. OCC hosts the SBDC office at the Royal Oak campus providing space and staff support.

(iv) The College supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.	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.
(v) The College has active partnerships with local or regional workforce and economic development agencies.	The College is an active partner in the Workforce Intelligence Network (WIN) of Southeast Michigan (Board seat), Michigan New Jobs Training (MNJT) Fund and Going Pro Talent Fund in collaboration with Oakland County and Oakland County Michigan Works! Economic Development partnerships include groups such as Oakland County Economic Development Division, Oakland County Chambers Network (OCN), Automation Alley (Board seat), MMTC and OU/Pontiac Initiative, Southeast Michigan Council of Governments (SEMCOG).

For Category B, Educational Partnerships:

Educational Partnerships	Examples of Oakland Community College Adherence
(i) The College has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.	Under the statewide articulation model, the College has active agreements with 35 Michigan school districts and technical centers covering 20 OCC courses for a total of 130 pathways for students to earn college credit by taking high school CTE courses. In addition, the College also has agreements with the Oakland Technical Early College (Oakland Schools); Oakland Early College, a school of choice program through the West Bloomfield School District; and Oakland ACE (Accelerated College Experience), an early college program through Oakland Schools for students in participating Oakland County districts. During the 2018-19 school year (Fall 2018, Winter 2019, Summer 2019), there were a total of 876 students from 39 school districts who attended OCC by participating in dual enrollment and early middle college opportunities (Note: high school guest students are also included in this total).

(ii) The 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.	The Man Up Program combines Dual Enrollment and intense personal interaction with OCC faculty and staff designed to improve the college success rate of African American young men. Approximately 40 participants attend from the Birmingham, Hazel Park, Oak Park and Southfield school districts. The College also is an active participant in Manufacturing Day, which provides high school students the opportunity to experience careers in advanced manufacturing, as well as MiCareerQuest, which provides a hands-on career exploration experience for high school students in key workforce sectors: health care, advanced manufacturing, IT, and construction. Annually the College is an active sponsor and participant of the First Robotics World Championships, bringing K-12 Robotics students together from across the globe.
(iii) The 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.	Campus recruitment partnerships with area high schools provided high school seniors the opportunity to tour campuses and learn about services and programs from various department representatives, including Counseling and ACCESS. Additionally, Mandatory New Student Orientations were held for students at highest risk of dropping out, specifically those high school students or returning adult learners that place into developmental English.
(iv) The 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, GED testing, or recruiting, advising, or orientation activities specific to adults.	To date, under the auspices of a grant from Oakland County Workforce Development Division, OCC has provided PowerPath screening and resources for over 3,500 Michigan Works! Program participants. In addition, OCC has formed partnerships with Oakland County Adult Education programs and includes the GED test as one of the test offerings in the OCC M-TEC Testing Center.
(v) The 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.	The College has 63 articulation agreements covering 264 transfer pathways with 20 post-secondary institutions in Michigan and other states. Additionally, the College has one reciprocal agreement that incorporates 6 joint-programming arrangements with Macomb Community College, one consortium agreement with Baker-Flint, one transfer-in agreement with Specs Howard School of Media Arts, and nine

	reverse transfer agreements. Ferris State University and Wayne State University are currently offering upper division classes at the College to aid with transfer and Walsh College will begin offering courses in Fall 2018. Additionally, the College offers college-wide transfer days, university-specific transfer events, and transfer partner tours.

For Category C, Community Services:

Community Services	Examples of Oakland Community College Adherence
(i) The College provides continuing and community education programming for leisure, wellness, personal enrichment, or professional development.	The College offers continuing and community education courses, such as computers, grant-writing, social media, photography, personal finance and financial literacy, and motorcycle safety.
(ii) The 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.	The College offers a myriad of community engagement opportunities including sponsorship of Arts, Beats & Eats; The Brooksie Way Half Marathon, 10K and 5K Event; Events of the Asian Pacific American Chamber of Commerce; Child ID event offering free fingerprint and DNA ID kits and a family fun day.
(iii) The 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.	The College operates public facilities including libraries, computer labs, theaters, and art exhibits. Internal departments and community organizations utilize the Smith Theater for various functions such as enrichment classes, concerts, and several plays per year among other theater productions. The College's Culinary Department hosts several dinners a year and operates a restaurant and bakery, all open to the public. Additional examples of community events include the Martin Luther King Jr. Convocation, area film festivals, and other cultural enrichment events, which include book talks, dance performances, and speaker series. OCC athletic events are also open to the public.

(iv) The 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.	The College operates public facilities including gymnasiums, tennis courts, weightlifting facilities, and hiking trails in natural areas.
(v) The College promotes, sponsors, or hosts community service activities for students, staff or community members. Examples include the fall and winter Volunteer & Resource Fairs where community agencies come on campus to introduce students to local resources and community service volunteer opportunities with their agencies. In addition, there is a 5K Run/Walk benefitting several local charities with donations collected in lieu of participant registration fees.	The Student Success Fund (SSF) provides financial assistance to OCC students who face a serious need, which threatens their educational goals. Under the direction of Student LIFE department, OCC students from various student organizations (i.e. Student Government, Phi Theta Kappa Honor Society, etc.) participate in a variety of community service driven events such as clothing/food drives, blood drives and voter registration drives. The College Committee for Diversity and Inclusion (CCDI) coordinates MLK Day of Service events. Other services offered at the Highland Lakes campus include dental screenings and mental health screenings. Campuses host an annual Constitution Day event at each site. The Career Closet provides students the opportunity to obtain business attire at no charge. The Career Closet is housed at the Orchard Ridge campus and is maintained by the Career Services & Cooperative Education Department (CS&CED). Clothes are donated by staff and are able to be distributed to students at all campuses. CS&CED will work with various departments to identify those students who will most benefit from the use of the Career Closet.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

_____

_____

NO: _____

THE RESOLUTION WAS DECLARED ADOPTED.

_____
Secretary, Board of Trustees
Oakland Community College

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

<u>CERTIFICATION</u>

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 regular meeting held on the 17th day of September, 2019 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.

_____
Secretary, Board of Trustees
Oakland Community College

ACTION

<u>ACCT LEADERSHIP CONGRESS DELEGATE</u>

PROBLEM/NEEDS STATEMENT

The ACCT has designated Oakland Community College is entitled to one vote during the upcoming ACCT Leadership Congress to take place in San Francisco on October 16-19, 2019. Trustee Pamela Jackson will be attending the meeting.

MOTION

Move that Trustee Pamela Jackson serve as Oakland Community College's voting delegate at the ACCT Leadership Congress in San Francisco on October 16-19, 2019.

OAKLAND COMMUNITY COLLEGE ®

INFORMATION

Board Agenda Item 8.1
September 17, 2019

QUARTERLY FINANCE REPORT
For the Quarter Ended June 30, 2019

INTRODUCTION

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

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

COMMENTS

For the Quarter Ended June 30, 2019

This report includes year-to-date information as of the 4th quarter of the fiscal year and reflects financial activity from July 1, 2018 to June 30, 2019. Please note that these are preliminary unaudited figures for fiscal year ended June 30, 2019.

FINANCIAL HIGHLIGHTS

Revenues:

In the General Fund, the College recorded total revenues of $165,369,377 (column 3) compared to $149,840,059 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of $2,635,374 (column 3) compared to $2,832,329 (column 4) at the end of the same quarter last year. In Auxiliary Funds, the College recorded total revenues of $5,457,396 (column 3) compared to $6,291,580 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is $86,092,187 (column 3) compared to $82,889,739 (column 4) at the end of the same quarter last year in the General Fund. Property taxes are received from August through October. Property tax revenues when compared to the same quarter last year have increased and at the end of fiscal 2019, total property tax revenues are higher than fiscal year 2018 due to rising property tax values.

Tuition and Fees: The total amount is $38,833,879 (column 3) compared to $41,401,871 (column 4) in the General Fund as of the end of the same quarter last year. Credit hours for fiscal year 2019 are slightly below the budgeted 8% decline.

Unrealized Gain (Loss) on Investments: The total amount is $9,170,336 unrealized gain (column 3) compared to $2,947,610 unrealized loss (column 4) in the General Fund as of the end of the same period last fiscal year. Unrealized gains and losses represent the fluctuation in the fair market value

of investments. As the College intends to hold investments to maturity and the market continues to fluctuate, it is unlikely that the full amount of the unrealized gain at June 30, 2019 will be realized.

Auxiliary Activities: The total amount is $5,398,547 (column 3) compared to $6,227,925 (column 4) in the Auxiliary Fund as of the end of the same quarter last year. Lower enrollment and cost saving strategies for our students have resulted in decreased sales revenue in the bookstores.

Expenditures:

The College recorded total expenditures in the General Fund of $114,290,374 (column 3) compared to $114,144,064 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of $4,258,418 (column 3) compared to $4,030,377 (column 4) as of the end of the same quarter last year. In the Auxiliary Funds, the College recorded total expenditures of $5,606,176 (column 3) compared to $6,318,786 (column 4) as of the end of the same quarter last year.

Employee Salaries and Wages: The amount is $64,910,028 (column 3) compared to $65,480,929 (column 4) as of the end of the same quarter last year in the General Fund. There remains vacant budgeted positions that have not been filled as well as delays in filling open positions which generate savings in both salaries and full-time benefits. It is anticipated there will be less vacant positions in fiscal year 2020, which means the savings from vacant budgeted positions is not projected to be as high as it was for fiscal year 2018 and 2019.

Other Operating Expenses: In the General Fund, other operating expenses are less than the same quarter last year. These operating expenses, as expected, were below budget through year end and slightly lower than in 2018. In the Designated Fund, other operating expenses are higher than the same quarter last year.

In the Auxiliary Fund this amount is primarily Cost of Goods Sold and the amount is $3,994,563(column 3) compared to $4,659,993 (column 4) as of the end of the same quarter last year. This decrease is a result of reduced purchases for resale in the campus bookstores due to a decrease in enrollment for fiscal year 2019.

SUMMARY:
Revenue from Tuition and Fees for 2019 was lower than fiscal year 2018 due to continued lower enrollment, however, revenues from property taxes increased from 2018 while state appropriations were stable. The College continues to address declining enrollment with increased marketing, additional recruitment efforts and increased academic offerings. Preliminary year-end figures show an increase in net assets despite decreased revenues because of reduced expenditures across all funds and in all categories. The estimated increase in the General Fund is approximately $9.5 million at year end with a transfer to the Plant Fund for future construction costs of $40 million. Going into fiscal year 2020, Administration will continue to monitor tuition and fee revenue and all expenses throughout the year.

OAKLAND COMMUNITY COLLEGE®

GENERAL FUND BUDGET STATUS REPORT
For the Quarter Ended June 30, 2019

(1)	(2) TOTAL REVENUES BUDGET		(3) REVENUES YTD		(4) PRIOR YTD REVENUES		(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:							
Property Taxes	$	87,338,949	$	86,092,187	$	82,889,739	98.57%
State Appropriations		23,905,700		24,964,215		24,715,817	104.43%
Tuition & Fees		40,237,268		38,833,879		41,401,871	96.51%
Investment Income		3,031,600		5,879,691		3,447,102	193.95%
Miscellaneous Revenue		193,500		429,070		333,139	221.74%
Unrealized Gain/(Loss) on Investments		1,000,000		9,170,336		(2,947,610)	917.03%
TOTAL REVENUES	$	155,707,017	$	165,369,377	$	149,840,059	106.21%

	TOTAL EXPENSES BUDGET		EXPENSES YTD		PRIOR YTD EXPENSES		YTD PERCENT OF EXPENSES INCURRED
EXPENDITURES:							
Employee Salaries and Wages	$	70,503,769	$	64,910,028	$	65,480,929	92.07%
Fringe Benefits		32,931,748		28,560,541		27,641,573	86.73%
Contracted Temporary Personnel		3,071,986		2,086,428		2,027,955	67.92%
Utilities		4,173,018		3,523,918		3,528,472	84.45%
Other Operating Expenses		25,002,553		15,209,460		15,465,136	60.83%
TOTAL EXPENDITURES	$	135,683,074	$	114,290,374	$	114,144,064	84.23%
TRANSFERS:							
Transfer (to) from General Fund	$	-	$	(1,629,206)	$	(1,472,219)	0.00%
Transfer (to) from Loan Fund		-		-			0.00%
Transfer (to) from Auxiliary Fund		-		-		-	0.00%
Transfer (to) from Endowment/Restricted		(630,000)		1,507		(271)	-0.24%
Transfer (to) from Plant Fund		(15,000,000)		(40,000,000)		(30,000,000)	266.67%
All Other Transfers		(2,385,626)		-		-	0.00%
TOTAL TRANSFERS	$	(18,015,626)	$	(41,627,700)	$	(31,472,490)	231.06%

OAKLAND COMMUNITY COLLEGE.

DESIGNATED FUND BUDGET STATUS REPORT
For the Quarter Ended June 30, 2019

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	$ -	$ -	$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	5,002,244	2,328,343	2,360,270	46.55%
Investment Income	-	-	-	0.00%
Miscellaneous Revenue	388,575	307,030	472,059	79.01%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
TOTAL REVENUES	**$ 5,390,819**	**$ 2,635,374**	**$ 2,832,329**	**48.89%**

	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
EXPENDITURES:				
Employee Salaries and Wages	$ 2,184,809	$ 1,881,994	$ 1,747,192	86.14%
Fringe Benefits	1,109,636	716,878	609,598	64.60%
Contracted Temporary Personnel	3,052,014	802,448	850,819	26.29%
Utilities	-	-	-	0.00%
Other Operating Expenses	1,429,854	857,098	822,768	59.94%
TOTAL EXPENDITURES	**$ 7,776,313**	**$ 4,258,418**	**$ 4,030,377**	**54.76%**
TRANSFERS:				
Transfer (to) from General Fund	$ 2,385,626	$ 1,629,206	$ 1,472,219	68.29%
Transfer (to) from Loan Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	-	-	-	0.00%
Transfer (to) from Plant Fund	-	-	-	0.00%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	**$ 2,385,626**	**$ 1,629,206**	**$ 1,472,219**	**68.29%**

OAKLAND COMMUNITY COLLEGE.

AUXILIARY FUND BUDGET STATUS REPORT
For the Quarter Ended June 30, 2019

(1)	(2) TOTAL REVENUES BUDGET		(3) REVENUES YTD		(4) PRIOR YTD REVENUES		(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:							
Property Taxes	$	-	$	-	$	-	0.00%
State Appropriations		-		-		-	0.00%
Tuition & Fees		-		-		-	0.00%
Auxiliary Activities		7,563,523		5,398,547		6,227,925	71.38%
Investment Income		-		-		-	0.00%
Miscellaneous Revenue		87,310		58,850		63,655	67.40%
Unrealized Gain/(Loss) on Investments		-		-		-	0.00%
TOTAL REVENUES	**$**	**7,650,833**	**$**	**5,457,396**	**$**	**6,291,580**	**71.33%**

	TOTAL EXPENSES BUDGET		EXPENSES YTD		PRIOR YTD EXPENSES		YTD PERCENT OF EXPENSES INCURRED
EXPENDITURES:							
Employee Salaries and Wages	$	1,128,571	$	1,057,688	$	1,084,728	93.72%
Fringe Benefits		601,181		522,169		536,045	86.86%
Contracted Temporary Personnel		106,039		31,756		38,021	29.95%
Utilities		-		-		-	0.00%
Other Operating Expenses		5,801,849		3,994,563		4,659,993	68.85%
TOTAL EXPENDITURES	**$**	**7,637,640**	**$**	**5,606,176**	**$**	**6,318,786**	**73.40%**
TRANSFERS:							
Transfer (to) from General Fund	$	-	$	-	$	-	0.00%
Transfer (to) from Loan Fund		-		-		-	0.00%
Transfer (to) from Auxiliary Fund		-		-		-	0.00%
Transfer (to) from Endowment/Restricted		-		-		-	0.00%
Transfer (to) from Plant Fund		-		-		-	0.00%
All Other Transfers		-		-		-	0.00%
TOTAL TRANSFERS	**$**	**-**	**$**	**-**	**$**	**-**	**0.00%**

INFORMATION

Board Agenda Item 8.2
September 17, 2019

FACILITIES QUARTERLY REPORT
For the Quarter Ended June 30, 2019

Project Name	Location	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
Building A Study	AH	$283,949.85	$0.00	$283,949.85	1		$283,949.85
Store Renovation, Crest	AH	$126,855.30	$0.00	$126,855.30	1		$126,855.30
Ceramic Study / Renovation, Bldg. E	AH	$300,000.00	$0.00	$300,000.00	1	$2,318.49	$297,681.51
Building Enhancement, Mtec	AH	$100,000.00	$0.00	$100,000.00	1		$100,000.00
Bookstore Renovation, Bldg. G	AH	$50,000.00	$0.00	$50,000.00	1		$50,000.00
Hallway Floor Replacement, Bldg. J	AH	$0.00	$70,000.00	$70,000.00	1		$70,000.00
Bldg. A Equipment Relocations	AH	$0.00	$10,000.00	$10,000.00	1		$10,000.00
Bldgs. HJK Heating Hot Water Piping Restoration	AH	$0.00	$20,000.00	$20,000.00	1		$20,000.00
Access Control	CW	$264,232.47	$0.00	$264,232.47	1		$264,232.47
Roof Upgrades	CW	$1,000,000.00	$0.00	$1,000,000.00	1	$14,940.21	$985,059.79
Paving, Catch Basin & Sidewalk Restoration	CW	$1,000,000.00	-$36,296.23	$963,703.77	1		$963,703.77
Parking Lot Fixture Upgrade	CW	$200,000.00	-$10,000.00	$190,000.00	1		$190,000.00
Eyewash Stations / Ventilation	CW	$50,000.00	$0.00	$50,000.00	1		$50,000.00
CCTV Enhancements	CW	$500,000.00	$0.00	$500,000.00	1		$500,000.00
Site Work & Small Project	DO	$100,000.00	-$15,000.00	$85,000.00	1	$8,459.51	$76,540.49
Plumbing Fixture Replacement, High Oak Hall	HL	$5,634.00	$0.00	$5,634.00	1		$5,634.00
Site Work & Small Project	HL	$150,000.00	-$46,662.00	$103,338.00	1		$103,338.00
HVAC Control System Upgrade, Bldg. C	OR	$307,214.00	$0.00	$307,214.00	1		$307,214.00
Exterior Lighting Upgrades, Site Wide	OR	$135,000.00	$0.00	$135,000.00	1		$135,000.00
Site Work & Small Project	OR	$150,000.00	-$133,000.00	$17,000.00	1	$3,834.00	$13,166.00
Bldg. J Culinary Domestic Hot Water System Upgrade	OR	$0.00	$20,000.00	$20,000.00	1		$20,000.00
Ceramic Study / Renovation, Bldg. D	RO	$199,016.78	$0.00	$199,016.78	1	$798.77	$198,218.01
Site Work & Small Project	RO	$150,000.00	-$20,000.00	$130,000.00	1	$5,932.00	$124,068.00
Exterior Lighting Upgrade, Bldg. A	SF	$8,656.00	$0.00	$8,656.00	1		$8,656.00
Site Work & Small Project	SF	$150,000.00	-$100,000.00	$50,000.00	1		$50,000.00
Bldg. C Programming	AH	$300.00	$30,000,000.00	$30,000,300.00	2	$1,071,246.31	$28,929,053.69
Building Renovation, Bldg. C	AH	$30,000,000.00	-$30,000,000.00	$0.00	2		$0.00
Office Reconfiguration, Bldg. B	AH	$0.00	$130,000.00	$130,000.00	2	$16,505.01	$113,494.99
Bldg. G IT Generator Replacement	AH	$0.00	$20,000.00	$20,000.00	2	$12,467.28	$7,532.72
Gender Free Toilet Room Evaluation	AH & OR	$14,657.76	$9,003.88	$23,661.64	2	$808.20	$22,853.44
Lighting Replacements, Site Wide	HL	$65,669.00	$30,884.00	$96,553.00	2		$96,553.00
Burner Assembly Replacement, Central Plant	HL	$129,000.00	$0.00	$129,000.00	2		$129,000.00
Entry Door Replacements & Hardware Upgrades, Site Wide	HL	$24,480.00	$65,520.00	$90,000.00	2	$781.69	$89,218.31
Stair Safety Upgrades, High Oak Hall	HL	$9,164.00	$0.00	$9,164.00	2	$781.69	$8,382.31
Install VFD's for Cooling Tower Fans, Site Wide	HL	$125,781.00	$0.00	$125,781.00	2		$125,781.00
Parking Lot Fixture Upgrade	HL	$0.00	$10,000.00	$10,000.00	2		$10,000.00
Woodland Hall Counseling Renovation	HL	$0.00	$60,000.00	$60,000.00	2	$7,120.40	$52,879.60
Signage Upgrade, Site Wide	OR	$125,000.00	$15,000.00	$140,000.00	2	$14,500.87	$125,499.13
Tunnel Site Drainage	OR	$0.00	$200,000.00	$200,000.00	2	$6,340.00	$193,660.00
Smith Theatre Lighting Upgrade	OR	$0.00	$100,000.00	$100,000.00	2	$4,680.86	$95,319.14
HVAC Repair (HV1E), Bldg. A	RO	$245,075.00	$0.00	$245,075.00	2		$245,075.00
Renovation Study - Culinary	RO	$9,179.51	$55,945.00	$65,124.51	2	$37,468.50	$27,656.01
Hot/Cold Water Circulation Upgrade, Site Wide	RO	$150,000.00	$0.00	$150,000.00	2		$150,000.00
Fire Alarm Upgrade, Site Wide	SF	$64,500.00	$0.00	$64,500.00	2		$64,500.00
HVAC Control System Upgrade - Library	SF	$87,000.00	$0.00	$87,000.00	2		$87,000.00
Variable Frequency Drive Upgrade, Bldg. A	SF	$15,200.00	$0.00	$15,200.00	2		$15,200.00
Parking Lot Improvements	SF	$0.00	$26,136.00	$26,136.00	2	$11,243.08	$14,892.92
HL Marketplace	HL	$0.00	$110,000.00	$110,000.00	3	$5,473.87	$104,526.13
Coil Replacements	OR	$0.00	$60,000.00	$60,000.00	3		$60,000.00
Parking Structure Restoration, North	RO	$452,100.00	$28,000.00	$480,100.00	3	$17,694.14	$462,405.86
Furniture Modifications	DO	$17,418.50	$0.00	$17,418.50	4		$17,418.50
Building Access System Replacement	DO	$0.00	$15,000.00	$15,000.00	4	$8,349.87	$6,650.13
Variable Frequency Drive Rplcmt, Central Plant	HL	$75,000.00	$0.00	$75,000.00	4	$28,623.00	$46,377.00
Power House Study	OR	$483,970.71	$5,000,000.00	$5,483,970.71	4	$379,704.85	$5,104,265.86
Electrical Distribution Upgrade, Site Wide	OR	$466,635.77	$300,000.00	$766,635.77	4	$62,550.34	$704,085.43
Fire Department Connections Restoration	OR	$13,928.42	$15,000.00	$28,928.42	4	$13,928.42	$15,000.00
Boiler Replacement	OR	$8,000,000.00	-$5,000,000.00	$3,000,000.00	4		$3,000,000.00
Insurance Claims	AH	$0.00	$286,807.18	$286,807.18	4	$172,464.54	$114,342.64
Insurance Bldg. L Flood Restoration	OR	$0.00	$50,000.00	$50,000.00	4		$50,000.00
Public Safety Remodel, Bldg. B	RO	$157,728.25	$36,296.23	$194,024.48	4	$174,366.70	$19,657.78
Site work & Small Projects	SF	$98,496.65	$100,000.00	$198,496.65	4	$2,104.42	$196,392.23
Media Studio Renovation - G230	AH	$38,516.13	$30,578.50	$69,094.63	5	$45,985.69	$23,108.94
Temporary Welding/Auto Lab Renovation	AH	$328,655.71	$482,362.90	$811,018.61	5	$652,391.50	$158,627.11
Boundary Survey, Crest	AH	$13,390.31	$0.00	$13,390.31	5		$13,390.31
Roof Replacement, Bldg. F	AH	$293,721.45	$87,043.07	$380,764.52	5	$190,114.77	$190,649.75
Roof Replacement, Bldg. A	AH	$1,431,690.19	$0.00	$1,431,690.19	5	$1,080,336.43	$351,353.76
Greenhouse	AH	$47,971.12	-$17,909.83	$30,061.29	5	$30,061.29	$0.00
Primary Cable Replacment	AH	$0.00	$25,000.00	$25,000.00	5	$21,995.00	$3,005.00
Bldg. A Actuator	AH	$0.00	$13,000.00	$13,000.00	5	$6,092.95	$6,907.05
CREST Conceptual Planning	AH	$0.00	$10,000.00	$10,000.00	5	$3,800.00	$6,200.00
Bldg. B CHW Coil Replacement	AH	$0.00	$40,000.00	$40,000.00	5	$34,024.00	$5,976.00
Bldg. F Electrical Outlet Installations	AH	$0.00	$7,000.00	$7,000.00	5	$5,548.25	$1,451.75
Carpet Replacement	CW	$150,000.00	$8,542.00	$158,542.00	5	$105,372.86	$53,169.14
Dental Lab Floor Restoration , Woodland Hall	HL	$117,007.32	-$38,583.69	$78,423.63	5	$78,423.63	$0.00

Project	Code	Amount 1	Amount 2	Amount 3	Status	Amount 4	Amount 5
Replace Secondary Transformer, WH North	HL	$34,557.92	-$19,221.17	$15,336.75	5	$15,336.75	$0.00
Parking Lot Improvements	HL	$66,290.28	$79,468.00	$145,758.28	5	$85,839.43	$59,918.85
Sealant Restoration	HL	$28,450.00	$0.00	$28,450.00	5	$14,626.73	$13,823.27
Exhaust Fan, Tunnel	OR	$3,611.53	$8,772.44	$12,383.97	5	$12,383.97	$0.00
Oakland Drive and Parking Lot Restoration	OR	$847,870.95	$757,399.66	$1,605,270.61	5	$1,166,198.14	$439,072.47
Bldg. H Domestic Hot Water System Upgrade	OR	$0.00	$8,000.00	$8,000.00	5	$4,625.00	$3,375.00
Parking Deck Restoration, North	RO	$68,801.60	-$28,000.00	$40,801.60	5	$40,422.87	$378.73
Parking Deck Restoration, South	RO	$453,716.43	$0.00	$453,716.43	5	$83,530.04	$370,186.39
Bldg. B IT Closet HVAC Unit Replacement	RO	$0.00	$20,000.00	$20,000.00	5	$13,476.00	$6,524.00
Cafeteria Enhancements, Bldg. A	SF	$12,231.40	$0.00	$12,231.40	5	$12,231.40	$0.00
HVAC Replacement, Mtec	AH	$2,194,190.99	$0.00	$2,194,190.99	6	-$5,943.26	$2,200,134.25
Room Configuration - B203	AH	$50,000.00	-$36,927.00	$13,073.00	6	$13,073.00	
Secondary Water Feed, Site Wide	AH	$253,329.00	-$150,000.00	$103,329.00	6		$103,329.00
Emergency Communications	CW	$140,000.00	$0.00	$140,000.00	6		$140,000.00
Erosion & Drainage Improvements, Woodland Hall	HL	$41,147.86	$0.00	$41,147.86	6	$515.93	$40,631.93
Interior/Exterior Lighting Replacement, Grounds	HL	$30,884.00	-$30,884.00	$0.00	6		$0.00
Door Hardware Upgrades, High Oak Hall	HL	$18,858.00	-$18,858.00	$0.00	6		$0.00
Water Infiltration, Bldg. K	OR	$198,750.00	$0.00	$198,750.00	6		$198,750.00
Renovation Study, Bldg. H	OR	$29,966.20	$0.00	$29,966.20	6		$29,966.20
Roof Upgrade, Bldg. D	RO	$30,005.81	$0.00	$30,005.81	6	$5,328.16	$24,677.65
Public Safety Remodel, Bldg. A	SF	$88,993.63	$0.00	$88,993.63	6		$88,993.63
Barton Malow Core Staff Fee	CW	$400,000.00	$0.00	$400,000.00		$332,244.00	$67,756.00
Academic Enhancements	CW	$1,000,000.00	-$969,049.57	$30,950.43			$30,950.43
Emerging Needs / Contingency / Emergency Repair	CW	$1,000,000.00	-$923,659.94	$76,340.06			$76,340.06
Grand Total		**$55,189,500.95**	**$826,707.43**	**$56,016,208.38**		**$6,133,521.55**	**$49,882,686.83**

1 = Programming   2 = Design   3 = Bid   4 = Construction   5 = Completed   6 = Postponed

OAKLAND COMMUNITY COLLEGE™
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INFORMATION

Board Agenda Item 8.3
September 17, 2019

INFORMATION TECHNOLOGY QUARTERLY REPORT
April 1 to June 30, 2019

Quarterly Status Report as of June 30, 2019

Select a Quarter End Date to view the Report: | June 30, 2019 ▼ |

Description	Location	Status	Progress	2018-19 Budget $	2018-19 Committed Costs	2018-19 Balance	Multi-year Project
Business Intelligence Analytics Software	CW	Deferred		$350,000	$0	$350,000	
Dark Fiber Optics	CW	Implementation		$25,000	$0	$25,000	5
Data Center Servers and Storage	CW	Implementation		$1,337,000	$0	$1,337,000	5
Digital Contracts	CW	Definition		$62,550	$0	$62,550	
E Doc and E Workflows	CW	Definition		$160,000	$0	$160,000	
Interactive Graphic Display Software	CW	Deferred		$70,000	$0	$70,000	
ITAG Pools	CW	Implementation		$500,000	$221,183	$278,818	
RackNet	CW	Deferred		$12,625	$0	$12,625	
Student Course Evaluations Software	CW	Deferred		$75,000	$0	$75,000	
Two-Factor Tokens for Duo	CW	Deferred		$10,000	$0	$10,000	
VDI	CW	Implementation		$1,000,000	$1,000,000	$0	5
Wayfinding Beacons Pilot	CW	Deferred		$20,000	$0	$20,000	
Web Application Firewall	AH	Complete		$6,000	$6,000	$0	
Wireless License	CW	Complete		$33,000	$29,000	$4,000	
Totals				**$3,661,175**	**$1,256,183**	**$2,404,992**	

IT Capital Project Descriptions

Business Intelligence Software
Business intelligence software is a type of application software designed to retrieve, analyze, transform and report data. Business Intelligence Software is also known as 'Analytics' Software. The applications generally read data from Colleague and other internal and external sources to assist in making decisions for all parts of the college, both Academic and Administrative.

Dark Fiber Optics
This refers to the electronic components that are attached to a fiber optic cable to enable it to transmit and receive information: voice and data. Before the electronics are installed, the cable is known as 'dark fiber' because it has no light passing through it and therefore cannot transmit data.

Data Centers Servers and Storage (SAN)
This refers to computers (Servers) and disk storage installed in our data centers to process and house the software applications and databases of the college. Note: a SAN is a Storage Area Network.

Disk Destroyer
This device physically destroys hard drives by bending, breaking, and mangling the hard drive and its internal components preventing the hard drive from "spinning up" or for the hard disk platters from being removed and the data extracted. We use this on retired college server hard drives to guarantee that no OCC information stored on them can ever be retrieved after they are disposed of.

Digital Contracts
This refers to a document-imaging project to scan and index college contracts and set up an electronic workflow that streamlines routing and approval of contracts. This technology will allow faster processing of contracts and allow for much more effective contract management.

eDoc and eWorkflows (electronic document and electronic workflow**)**
This project refers to the expansion of our document imaging solution to all departments throughout the college in an attempt to eliminate all paper documents and move to a 'paper-free' workplace. This project provides a 'greener', more efficient, more effective college.

Interactive Display Software
This software uses graphic representations of data to aid in analysis and to publish dashboards required for Board Monitoring Reports. This software will provide access to the most current, relevant, information to the decision-maker(s) because the dashboards are customizable to the unique needs of the individual.

ITAG Pools
This refers to the budget set aside to support the project approved through the IT Governance process to fund those projects that require the purchase of hardware, software, or specialized services.

Racknet (new name: Environet)
Centralized monitoring software that allows us to connect to devices located in each of our IT closets. Environmental factors like, power, heat, humidity, and moisture can be analyzed in real time and provide alerts. This enables us to proactively deal with environmental issues as well as make data driven decisions regarding our IT infrastructure.

Student Course Evaluation Software
This software system automates the student course evaluation process, including providing secure, online, evaluations to increase accessibility and convenience for students. Collecting feedback from students regarding their experience with individual courses is a critical component of our academic assessment process.

Two-Factor Tokens for Duo
Two Factor Authentication is a more secure way to log into confidential college systems, such a Colleague. It requires not only a username and password (something you know) but also something the user has with them (something you have). A typical installation of Two-Factor is when you log into a website and they send a confirmation code to your smartphone, a code that you must use to complete the authentication. This will be used for employees who need to access sensitive college systems.

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

Wayfinding Beacon Pilot
Beacons emit short-range, Bluetooth low energy signals to mobile apps that prompt them to deliver custom, location-based content. Uses may include guiding prospective students on a self-guided tour, be reminded to return a book when near the library, pay a bill when near the business office, or be notified of today's special offers when passing near the bookstore. This pilot is for purchasing up to 500 Bluetooth beacons to install on an OCC campus with the intention to interact with the OCC Mobile app.

Web Application Firewall
This device filters, monitors, and blocks Internet traffic to/from a web application, for example, our online application system, known as Recruit. This firewall is different from our regular network firewall in that it protects the content for our Internet-facing web applications, which reside outside of our traditional firewall while regular firewalls protect our internal servers from the Internet. As OCC puts more content onto the Internet to better serve our students and stakeholders, we are more exposed to vulnerabilities.

Wireless License
This item refers to the licensing costs that support our college-wide expansion of Wi-Fi in support of students and employees.

INFORMATION

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to June 30, 2019

The mission of the OCC Foundation is to obtain and allocate financial support to advance the mission and goals of Oakland Community College. The Foundation sets and tracks its goals on a *calendar-year basis* to correspond to the thinking and behavior of the typical donor. Fiscal year results are provided here as well.

Highlights

With half the calendar year completed, the Foundation has raised <u>$148,501 toward the goal of $625,000</u>, slightly below last year at this time. Donor counts are slightly above prior-year levels. Significant donor renewal and acquisition activities scheduled for the remainder of the year are projected keep the Foundation on target, provided an anticipated testamentary gift is received.

<u>The Garden Party</u> celebrated its 11th anniversary on June 9 at Meadow Brook Hall. The event included 656 registered guests and 67 sponsors. Paid attendance and volunteer involvement from OCC constituents surpassed 2018. Most significantly, 40 Culinary Arts students volunteered.

<u>New scholarships</u> funded in this quarter include the Assistance League of Southeast Michigan Scholarship and the Roscoe Dann Family Endowed Scholarship. The Assistance League is a first-time donor, while OCC retiree Roscoe Dann has sponsored an annual scholarship for over 20 years.

With the approval of the Mosher family, the OCC Foundation Board of Directors has renamed its planned giving society the <u>Doris and George Mosher Legacy Society</u>. The Society honors those who have remembered OCC in their will or estate plan.

OAKLAND COMMUNITY COLLEGE™
Excellence *Empowered.*™

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to June 30, 2019

The mission of the OCC Foundation is to obtain and allocate financial support to advance the mission and goals of Oakland Community College. The Foundation sets and tracks its goals on a *calendar-year basis* to correspond to the thinking and behavior of the typical donor. Fiscal year results are provided here as well.

	CY2018 Actual		CY2019 Goals		CY2019 Actual TD		% of Goal	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Total	**462**	**$537,508**	**492**	**$625,000**	**164**	**$148,501**	**33.3%**	**23.8%**
Giving Level								
$100,000 and up	0	$0	1	$100,000	0	$0	0.0%	0.0%
$10,000 and up	14	245,859	15	215,000	4	57,000	26.7%	26.5%
$1,000 to $9,999	96	227,949	105	245,000	30	68,392	28.6%	27.9%
Under $1,000	352	63,700	371	65,000	130	23,109	35.0%	35.6%
Retention Status								
Acquired	119	$63,473	114	$131,650	36	$30,333	31.6%	23.0%
Recovered	101	99,813	98	162,250	23	41,680	23.5%	25.7%
Retained	242	374,222	280	331,100	105	76,488	37.5%	23.1%
Retained from Prior Year	57.2%	87.7%	60.6%	61.6%	22.7%	14.2% #	37.5%	23.1%

	FY2015-16		FY2016-17		FY2017-18	
	Count	Amount	Count	Amount	Count	Amount
Giving Level						
$1,000 and up	79	$294,430	74	$285,064	89	$395,989
Under $1,000	260	55,135	309	54,622	284	51,542
Total	**339**	**$349,565**	**383**	**$339,686**	**373**	**$447,531**
Retention Status						
Acquired	64	$39,946	120	$29,882	97	$95,061
Recovered	55	55,341	68	65,201	97	60,927
Retained	220	254,278	195	244,603	179	291,543
Total	**339**	**$349,565**	**383**	**$339,686**	**373**	**$447,531**
Retained from Prior Year	50.6%	72.2%	57.5%	70.0%	46.7%	85.8%

INFORMATION

Board Agenda Item 8.5
September 17, 2019

STRATEGIC PLAN UPDATE

PowerPoint presentation to be provided at the Board meeting.