



**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, February 18, 2020, 7:00 p.m., at the Auburn Hills Campus, Room G240, 2900 Featherstone Road, Auburn Hills, Michigan and to move into closed session pursuant to MCL 15.268(c) to receive an update on labor negotiations and return to open session to further discuss labor negotiations.**

**AGENDA**

**1. CALL TO ORDER**

**2. ATTENDANCE**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

4.1 January 14, 2020 Regular Board Meeting Minutes

**A – 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 Report

5.5. Midwest Strategy Presentation

**6. MONITORING REPORT – no report**

**7. ACTION ITEMS**

7.1. Appointment of Audit Committee Members

**B – ACTION**

**8. INFORMATION ITEMS**

**CONSENT CALENDAR – INFORMATION ITEMS**

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

8.1. Finance Quarterly Report

**C - INFORMATION**

8.2. College Facilities Quarterly Report

**D - INFORMATION**

8.3. Information Technology Quarterly Report

**E - INFORMATION**

8.4. OCC Foundation Quarterly Report

**F - INFORMATION**

8.5. Strategic Plan Update

**G – INFORMATION**

**END OF CONSENT CALENDAR – INFORMATION ITEMS**

**9. BOARD COMMENTS**

**MOVE INTO CLOSED SESSION PURSUANT TO MCL 15.268(c) TO RECEIVE AN UPDATE ON LABOR NEGOTIATIONS AND TO RETURN TO OPEN SESSION TO FURTHER DISCUSS LABOR NEGOTIATIONS**

**10. ADJOURNMENT**

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



**BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
January 14, 2020  
Oakland Community College  
2480 Opdyke Road  
Bloomfield Hills, MI 48304**

**1. CALL TO ORDER**

Chair McCulloch called the meeting to order at 6:37 p.m.

**2. ATTENDANCE**

Present:

John P. McCulloch, Chair  
Pamala M. Davis, Vice Chair  
Pamela S. Jackson, Secretary  
Susan E. Anderson, Treasurer  
Shirley J. Bryant, Trustee

Absent:

Kathleen A. Bertolini, Trustee  
Christine M. O'Sullivan, Trustee

**3. APPROVAL OF AGENDA**

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

AYES: Anderson, Bryant, Davis, Jackson, McCulloch

NAYS: None

Motion Carried

**4. MINUTES**

4.1 December 10, 2019 Regular Board Meeting Minutes

Trustee Bryant MOVED to approve the December 10, 2019 Regular Board Meeting Minutes. Trustee Jackson seconded.

AYES: Anderson, Bryant, Davis, Jackson, McCulloch

NAYS: None

Motion Carried

**5. COMMUNICATIONS**

5.1. Community Comments – none

5.2. Student Government Report – no report

### 5.3. Academic Report

#### 5.3.1. Academic Senate Update – no report

### 5.4. Chancellor's Comments

Mr. Provenzano commented on the following:

- Two new employees were welcomed:
  - Jennell Harper, Desktop Support Specialist, Information Technologies
  - Nithusha Byrapaka, Business Intelligence Analyst, Institutional Effectiveness
- Six retirees were congratulated:
  - Alan Crouse, Designer, Graphic Services – 23 years
  - Linda Emerson, Administrative Assistant – 14 years
  - Nicole Kassab, Counselor – 27 years
  - Spencer Martin, Natural & Health Sciences Faculty – 54 years  
Mr. Martin provided some history of his time here at OCC and commented on how he loved teaching
  - Cathey Maze, Vice Chancellor for Academic Affairs – 18 years
  - Susan Williams, HR Coordinator – 9 years
- Dr. Timothy Sherwood was acknowledged for his more than 6 years of service to OCC as Associate Vice Chancellor for Academic Affairs. Dr. Sherwood has accepted the position of Vice President of Academic Affairs at the Harford Community College in Bel Air, Maryland.
- David James, a faculty member in the English department, published two books of poetry in 2019 – *“A Gem of Truth”* and *“Nail Yourself into Bliss”*
- English faculty member Ryan Dillaha released his latest folk album – *“Closer to Better”*
- As of the first day of classes, enrollment was up a little more than one percent. The Chancellor thanked the front-line staff, Counseling, Enrollment Services, Financial Aid, ASC, Library faculty and staff, the Associate Deans of Student Services, and all the employees and volunteers who assisted our students during the registration process.
- Special marketing campaigns will be focused on Winter enrollment for late-starting classes
- Degrees When Due:
  - Registrar Stephen Linden was recently quoted in a national news article on the higher education website, EdSurge.com, which featured OCC's participation in the “Degrees When Due” initiative
  - OCC recently identified 900 students who over the past six years earned a degree, but never had it posted to their records. These students were sent certified letters indicating they have met all their graduation requirements for one or more degrees. Their credentials will be posted to their student records, and diplomas will be mailed directly.
  - OCC is also working to improve automated systems to better flag a student record in real time when the student has qualified for a credential
  - OCC will also be contacting hundreds more “some-college, no-degree” students who are one or two courses away from degree completion with the hopes they will return to complete their studies
- Christopher Coleman, author, life coach, and diversity and inclusion expert, will be the keynote speaker at OCC's Martin Luther King, Jr. Day held on January 17 at the Orchard Ridge Campus
- The OCC theatre production of *“The Shape of Things”* will feature 11 reproductions from the DIA collection incorporated into the play. Performances take place at the Royal Oak Lila Jones-Johnson Theatre on January 31, February 1, 6, 7, and 8.
- Once again this holiday season, our faculty and staff supported many worthy causes in our community, the Turning Point Shelter being one of the recipients
- George R. Mosher, Jr. the founder and “Father” of OCC, passed away on January 7, 2020. He was 98 years young.

**6. MONITORING REPORT - none**

**7. ACTION ITEMS**

7.1. Novi Corridor Improvement

Vice Chancellor for Administrative Services Bobbie Remias advised the Board that for corridor improvements our precedent is to opt out and then see what the County does and follow suit. As the County agreed to support this, OCC will consider a presentation regarding the matter. Ms. Remias then introduced Pete Auger, Novi City Manager, and Victor Cardenas, Assistant City Manager, who gave a PP presentation to the Board regarding the Novi Corridor Improvement. Mr. Auger confirmed the capture period would be from 2019 to 2038, and stated OCC can't lose money on this.

After a brief Q&A, Chair McCulloch asked for a motion to approve the Tax Increment Financing (Opt-Out) Resolution, contingent upon legal counsel's review, and to have the Chancellor sign on behalf of the Board. Trustee Anderson so MOVED, and Trustee Jackson seconded.

A roll-call vote was taken:

AYES: Anderson, Bryant, Davis, Jackson, McCulloch

NAYS: None

Motion Carried

**8. INFORMATION ITEMS**

8.1 Board of Trustees Self-Evaluation

The Board discussed the self-evaluation form they completed in December. This is the second time the trustees performed this evaluation. It was agreed there are still some revisions and improvements that can be made to this process. Chair McCulloch suggested the policy committee meet in the near future to work on refining the existing policies in order to revise the form.

Trustee Bryant MOVED to receive and file the report, and Trustee Anderson seconded.

AYES: Anderson, Bryant, Davis, Jackson, McCulloch

NAYS: None

Motion Carried

**9. BOARD COMMENTS**

Trustee Jackson thanked George and Doris Mosher for founding OCC and also thanked retiree Spencer Martin for his service to the college. She also wished Dr. Sherwood good luck in his new position.

Trustee Bryant echoed Trustee Jackson's sentiments about Mr. Mosher stating he was a magnificent leader. She also wished Dr. Sherwood good luck.

Chair McCulloch asked for a motion to move into closed session pursuant to MCL 15.268(d) for the purpose of discussing the purchase or lease of real property. Trustee Davis so MOVED, and Trustee Bryant seconded.

ROLL CALL VOTE:

AYES: Anderson, Bryant, Davis, Jackson, McCulloch

NAYS: None

Motion Carried

The Board went into closed session at 7:21 p.m.

The Board returned to open session at 8:00 p.m.

Chair McCulloch asked for a motion for the Board of Trustees to request the College Administration provide the Board with additional information regarding the potential purchase of real property. Trustee Davis so MOVED, and Trustee Jackson seconded.

AYES: Anderson, Bryant, Davis, Jackson, McCulloch

NAYS: None

Motion Carried

## 10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 8:01 p.m.

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Cherie A. Foster

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Date

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John P. McCulloch, Chair

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Pamela S. Jackson, Secretary

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



## **ACTION**

**Board Agenda Item 7.1  
February 18, 2020**

### **APPOINTMENT OF AUDIT COMMITTEE MEMBERS**

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

The Oakland Community College (OCC) Audit Committee consists of seven members, including three members of the Board of Trustees and four members of the Oakland County community. Currently there is one vacancy on the committee for a Board member and one vacancy for a member from the community. Board Treasurer Susan Anderson, as chair of the Audit Committee, is recommending that the OCC Board Chair appoint Trustee Pam Jackson and community member Steve Doil to the Audit Committee.

These appointments are subject to approval by the Board of Trustees.

#### **MOTION**

Move the Board of Trustees approve Pamela Jackson to serve as the Board of Trustees member and Steve Doil to serve as the community member to the OCC Audit Committee.

As a new Audit Committee member, Steve Doil will bring a wealth of knowledge. He is the Chief Financial Officer at Creative Techniques, Inc. in Orion Township and a Certified Public Accountant licensed in the State of Michigan. After earning both a Bachelor's and Master's degree in accounting at Michigan State University, Steve joined Plante Moran where he served as a senior audit manager for over a decade. His background includes providing accounting, auditing, tax and financial reporting services to entities in manufacturing, distribution, higher education and other service organizations. Steve is a current member of both the American Institute of Certified Public Accountants (AICPA) and Michigan Association of Certified Public Accountants (MACPA).



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# INFORMATION

Board Agenda Item 8.1  
February 18, 2020

FINANCE QUARTERLY REPORT  
For the Quarter Ended December 31, 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 December 31, 2019

This report includes year-to-date information as of the 2nd quarter of the fiscal year and reflects financial activity from July 1, 2019 to December 31, 2019.

### FINANCIAL HIGHLIGHTS

#### Revenues:

In the General Fund, the College recorded total revenues of \$130,778,107 (column 3) compared to \$125,527,626 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$1,281,042 (column 3) compared to \$1,305,728 (column 4) at the end of the same quarter last year. In Auxiliary Funds, the College recorded total revenues of \$2,234,904 (column 3) compared to \$2,874,023 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$86,396,125 (column 3) compared to \$82,860,441 (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 when looking ahead for 2020, property tax revenues are expected to be higher than fiscal year 2019 due to rising property tax values.

Tuition and Fees: The total amount is \$32,121,768 (column 3) compared to \$32,270,348 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2019 is slightly better than the budgeted decline and registered credit hours are better compared to fall and winter enrollment last fiscal year.

Auxiliary Activities: The total amount is \$2,225,287 (column 3) compared to \$2,843,796 (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 \$56,421,501 (column 3) compared to \$51,620,668 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$2,116,177 (column 3) compared to \$2,032,031 (column 4) as of the end of the same quarter last year. In the Auxiliary Funds, the College recorded total expenditures of \$2,327,762 (column 3) compared to \$2,779,799 (column 4) as of the end of the same quarter last year.

Employee Salaries and Wages: The amount is \$29,835,875 (column 3) compared to \$28,356,227 (column 4) as of the end of the same quarter last year in the General Fund. This is an increase due to step movement in union positions and the filling of vacant positions. There remains vacant budgeted positions that have not been filled as well as delays in filling open positions which generate some 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 and Designated Fund, other operating expenses are higher than the same quarter last year. For the General Fund these increases are due to the purchases of software, hardware maintenance, and other expenses. These operating expenses are expected to trend below budget through year end. In the Auxiliary Fund the amount is \$1,683,640 (column 3) compared to \$2,005,079 (column 4) as of the end of the same quarter last year. This decrease is a result of reduced sales in the campus bookstores.

## **SUMMARY**

Revenue from property taxes, investment income and tuition/fees have increased in fiscal year 2020. While enrollment has stabilized, the College continues to address enrollment issues with increased marketing, additional recruitment efforts and increased academic offerings. In addition, for fiscal year 2020, the College continues to take cost-cutting measures to reduce expenditures across all funds and in all categories, offsetting any losses in tuition and fee revenue. Administration will continue to monitor all revenue and all expenses as the year progresses.



**GENERAL FUND BUDGET STATUS REPORT**  
**For the Quarter Ended December 31, 2019**

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
<b>REVENUES:</b>				
Property Taxes	\$ 88,890,000	\$ 86,396,125	\$ 82,860,441	97.19%
State Appropriations	24,093,000	7,606,969	7,354,190	31.57%
Tuition & Fees	37,473,367	32,121,768	32,270,348	85.72%
Investment Income	4,900,000	3,936,733	2,740,890	80.34%
Miscellaneous Revenue	1,104,840	716,512	301,757	64.85%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 156,461,207</b>	<b>\$ 130,778,107</b>	<b>\$ 125,527,626</b>	<b>83.59%</b>
<b>EXPENDITURES:</b>				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 71,240,210	\$ 29,835,875	\$ 28,356,227	41.88%
Fringe Benefits	33,435,520	13,559,958	12,224,925	40.56%
Contracted Temporary Personnel	2,843,844	994,159	954,870	34.96%
Utilities	4,237,512	1,500,986	1,365,180	35.42%
Other Operating Expenses	25,206,127	10,530,522	8,719,466	41.78%
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,963,213</b>	<b>\$ 56,421,501</b>	<b>\$ 51,620,668</b>	<b>41.19%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ -	\$ -	\$ (353,514)	0.00%
Transfer (to) from Loan Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	(600,000)	-	-	0.00%
Transfer (to) from Plant Fund	(15,000,000)	-	-	0.00%
All Other Transfers	(2,719,078)	-	-	0.00%
<b>TOTAL TRANSFERS</b>	<b>\$ (18,319,078)</b>	<b>\$ -</b>	<b>\$ (353,514)</b>	<b>0.00%</b>



**DESIGNATED FUND BUDGET STATUS REPORT**  
**For the Quarter Ended December 31, 2019**

(1)	(2)	(3)	(4)	(5)
	<b>TOTAL REVENUES BUDGET</b>	<b>REVENUES YTD</b>	<b>PRIOR YTD REVENUES</b>	<b>YTD PERCENT OF REVENUES RECOGNIZED</b>
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ -	\$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	3,580,994	1,143,600	1,152,664	31.94%
Investment Income	-	-	-	0.00%
Miscellaneous Revenue	324,775	137,442	153,064	42.32%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 3,905,769</b>	<b>\$ 1,281,042</b>	<b>\$ 1,305,728</b>	<b>32.80%</b>
	<b>TOTAL EXPENSES BUDGET</b>	<b>EXPENSES YTD</b>	<b>PRIOR YTD EXPENSES</b>	<b>YTD PERCENT OF EXPENSES INCURRED</b>
<b>EXPENDITURES:</b>				
Employee Salaries and Wages	\$ 2,240,670	\$ 990,506	\$ 935,234	44.21%
Fringe Benefits	1,084,986	370,419	339,573	34.14%
Contracted Temporary Personnel	1,666,316	430,204	343,540	25.82%
Utilities	-	-	-	0.00%
Other Operating Expenses	1,632,875	325,048	413,684	19.91%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,624,847</b>	<b>\$ 2,116,177</b>	<b>\$ 2,032,031</b>	<b>31.94%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ 2,719,078	\$ -	\$ 353,514	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%
<b>TOTAL TRANSFERS</b>	<b>\$ 2,719,078</b>	<b>\$ -</b>	<b>\$ 353,514</b>	<b>0.00%</b>



**AUXILIARY FUND BUDGET STATUS REPORT**  
**For the Quarter Ended December 31, 2019**

(1)	(2)	(3)	(4)	(5)
	TOTAL REVENUES BUDGET	REVENUES YTD	PRIOR YTD REVENUES	YTD PERCENT OF REVENUES RECOGNIZED
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ -	\$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	-	-	-	0.00%
Auxiliary Activities	5,602,825	2,225,287	2,843,796	39.72%
Investment Income	-	-	-	0.00%
Miscellaneous Revenue	4,400	9,617	30,227	218.57%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,607,225</b>	<b>\$ 2,234,904</b>	<b>\$ 2,874,023</b>	<b>39.86%</b>
<b>EXPENDITURES:</b>				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 904,475	\$ 430,249	\$ 516,289	47.57%
Fringe Benefits	448,014	203,127	243,518	45.34%
Contracted Temporary Personnel	53,500	10,747	14,913	20.09%
Utilities	-	-	-	0.00%
Other Operating Expenses	4,262,900	1,683,640	2,005,079	39.50%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,668,889</b>	<b>\$ 2,327,762</b>	<b>\$ 2,779,799</b>	<b>41.06%</b>
<b>TRANSFERS:</b>				
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%
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



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# INFORMATION

Board Agenda Item 8.2  
February 18, 2020

**COLLEGE FACILITIES QUARTERLY REPORT**  
**For the Quarter Ending December 31, 2019**

## 2020 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: December 31, 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
HVAC Replacement, Mtec	AH	\$1,494,190.99	\$0.00	\$1,494,190.99	1		\$1,494,190.99
Temporary Welding/Auto Lab Renovation	AH	\$132,866.00	\$0.00	\$132,866.00	1	\$17,380.66	\$115,485.34
Ceramic Study / Renovation, Bldg. E	AH	\$297,681.51	\$0.00	\$297,681.51	1	\$3,285.55	\$294,395.96
Bldg. G IT Generator Replacement	AH	\$137,532.72	\$0.00	\$137,532.72	1	\$119.24	\$137,413.48
Bldg. A Equipment Relocations	AH	\$10,000.00	-\$10,000.00	\$0.00	1		\$0.00
Access Control	CW	\$500,000.00	\$0.00	\$500,000.00	1		\$500,000.00
Parking Lot Fixture Upgrade	CW	\$190,000.00	-\$190,000.00	\$0.00	1		\$0.00
CCTV Enhancements	CW	\$500,000.00	-\$65,000.00	\$435,000.00	1		\$435,000.00
Roof Upgrades	CW	\$1,000,000.00	-\$90,000.00	\$910,000.00	1		\$910,000.00
Paving, Catch Basins & Sidewalk	CW	\$1,000,000.00	-\$730,000.00	\$270,000.00	1		\$270,000.00
Carpet/Flooring Replacement	CW	\$200,000.00	-\$125,000.00	\$75,000.00	1		\$75,000.00
Eyewash Stations/Ventilation	CW	\$100,000.00	-\$65,000.00	\$35,000.00	1	\$3,625.00	\$31,375.00
Site Work & Small Projects	DO	\$100,000.00	\$0.00	\$100,000.00	1		\$100,000.00
Site Work & Small Projects	HL	\$150,000.00	-\$150,000.00	\$0.00	1		\$0.00
Exterior Lighting Upgrades, Site Wide	OR	\$135,000.00	\$0.00	\$135,000.00	1		\$135,000.00
Smith Theatre Lighting Upgrade	OR	\$95,319.14	\$0.00	\$95,319.14	1		\$95,319.14
Site Work & Small Projects	OR	\$150,000.00	-\$85,000.00	\$65,000.00	1		\$65,000.00
Elevator Restoration - J Bldg.	OR	\$300,000.00	\$0.00	\$300,000.00	1		\$300,000.00
HVAC Repair (HV1E), Bldg. A	RO	\$245,075.00	\$0.00	\$245,075.00	1	\$3,256.00	\$241,819.00
Hot/Cold Water Circulation Upgrade, Site Wide	RO	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
Site Work & Small Project	RO	\$150,000.00	-\$20,000.00	\$130,000.00	1		\$130,000.00
Culinary Program Development	RO	\$500,000.00	\$0.00	\$500,000.00	1	\$56,301.34	\$443,698.66
New Powerhouse	RO	\$10,000,000.00	\$0.00	\$10,000,000.00	1		\$10,000,000.00
Market Place & Bkstr Study	RO	\$0.00	\$20,000.00	\$20,000.00	1		\$20,000.00
Public Safety Remodel, Bldg. A	SF	\$88,993.63	\$0.00	\$88,993.63	1		\$88,993.63
Fire Alarm Upgrade, Site Wide	SF	\$64,500.00	\$0.00	\$64,500.00	1		\$64,500.00
HVAC Control System Upgrade - Library	SF	\$87,000.00	-\$87,000.00	\$0.00	1		\$0.00
Exterior Lighting Upgrade, Bldg. A	SF	\$8,656.00	\$0.00	\$8,656.00	1		\$8,656.00
Variable Frequency Drive Upgrade, Bldg. A	SF	\$15,200.00	\$87,000.00	\$102,200.00	1	\$3,168.00	\$99,032.00
Site Work & Small Projects	SF	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
Hallway Floor Replacement, Bldg. J	AH	\$70,000.00	\$0.00	\$70,000.00	2	\$15,642.55	\$54,357.45
MTEC Parking Lot Replacement	AH	\$0.00	\$70,000.00	\$70,000.00	2		\$70,000.00
Erosion & Drainage Improvements, Woodland Hall	HL	\$40,631.93	\$0.00	\$40,631.93	2		\$40,631.93
Lighting Replacements, Site Wide	HL	\$96,553.00	\$410,000.00	\$506,553.00	2		\$506,553.00
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	\$89,218.31	\$0.00	\$89,218.31	2	\$3,609.36	\$85,608.95
Plumbing Fixture Replacement, High Oak Hall	HL	\$5,634.00	\$0.00	\$5,634.00	2		\$5,634.00
Stair Safety Upgrades, High Oak Hall	HL	\$8,382.31	\$0.00	\$8,382.31	2	\$2,810.75	\$5,571.56
Parking Lot Fixture Upgrade	HL	\$10,000.00	\$0.00	\$10,000.00	2	\$4,249.13	\$5,750.87
Signage Upgrade, Site Wide	OR	\$1,000,000.00	\$0.00	\$1,000,000.00	2	\$46,998.25	\$953,001.75
Tunnel Site Drainage	OR	\$193,660.00	\$0.00	\$193,660.00	2	\$3,767.90	\$189,892.10
Bldgs F-J Concrete Ramp Restoration	OR	\$0.00	\$30,000.00	\$30,000.00	2	\$15,661.24	\$14,338.76
Bldg. C Roof Replacement	RO	\$0.00	\$20,000.00	\$20,000.00	2	\$4,038.40	\$15,961.60
Parking Lot Camera Installations	AH	\$0.00	\$15,000.00	\$15,000.00	2		\$15,000.00
Bookstore Renovation, Bldg. G	AH	\$50,000.00	\$0.00	\$50,000.00	3		\$50,000.00
Bldg. F Carpet Replacement	AH	\$0.00	\$125,000.00	\$125,000.00	3		\$125,000.00
Levinson Hall Piping Replacement	HL	\$0.00	\$30,000.00	\$30,000.00	3		\$30,000.00
Bldg. N Garage Door Modifications	OR	\$0.00	\$15,000.00	\$15,000.00	3	\$11,245.00	\$3,755.00
Parking Lot Improvements	SF	\$14,892.92	\$450,000.00	\$464,892.92	3	\$36,101.38	\$428,791.54
Bldg. C Programming	AH	\$35,000,000.00	\$0.00	\$35,000,000.00	4	\$683,988.56	\$34,316,011.44
Office Reconfiguration, Bldg. B	AH	\$113,494.99	\$20,000.00	\$133,494.99	4	\$75,534.32	\$57,960.67
Catch Basin Restorations	CW	\$0.00	\$120,000.00	\$120,000.00	4		\$120,000.00
Roofing Maintenance Program	CW	\$0.00	\$90,000.00	\$90,000.00	4	\$577.01	\$89,422.99
Woodland Hall Counseling Renovation	HL	\$52,879.60	\$45,000.00	\$97,879.60	4	\$40,164.54	\$57,715.06
Power House Study	OR	\$5,103,411.86	\$0.00	\$5,103,411.86	4	\$1,315,504.94	\$3,787,906.92
Electrical Distribution Upgrade, Site Wide	OR	\$950,000.00	\$0.00	\$950,000.00	4	\$524,169.76	\$425,830.24
Parking Lot Access Gate Replacements	OR	\$0.00	\$10,000.00	\$10,000.00	4		\$10,000.00
Site work & Small Projects	SF	\$196,392.23	\$0.00	\$196,392.23	4	\$146,409.68	\$49,982.55
Bldg. L Equipment Removal	OR	\$0.00	\$150,000.00	\$150,000.00	4		\$150,000.00

## 2020 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: December 31, 2019

Project Name	Location	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
Bldg. J Freezer Restoration	OR	\$0.00	\$20,000.00	\$20,000.00	4		\$20,000.00
Bldg. F IT Closet Cooling System Replacement	OR	\$0.00	\$5,000.00	\$5,000.00	4		\$5,000.00
Bldgs. HJK Heating Line Replacements	AH	\$0.00	\$725,000.00	\$725,000.00	4		\$725,000.00
Oakland Drive Drainage Modifications	OR	\$0.00	\$20,000.00	\$20,000.00	4		\$20,000.00
Bldgs. HJK Heating Hot Water Piping Restoration	AH	\$6,033.50	\$0.00	\$6,033.50	5	\$6,033.50	\$0.00
Insurance Claims	AH	\$114,342.64	\$0.00	\$114,342.64	5		\$114,342.64
Install VFD's for Cooling Tower Fans, Site Wide	HL	\$125,781.00	\$0.00	\$125,781.00	5		\$125,781.00
HL Marketplace	HL	\$104,526.13	\$0.00	\$104,526.13	5	\$62,476.74	\$42,049.39
Bldg. J Culinary Domestic Hot Water System Upgrade	OR	\$20,000.00	\$0.00	\$20,000.00	5	\$3,719.27	\$16,280.73
Coil Replacements	OR	\$60,000.00	\$10,000.00	\$70,000.00	5	\$9,831.75	\$60,168.25
Insurance Bldg. L Flood Restoration	OR	\$50,000.00	\$0.00	\$50,000.00	5	\$10,975.00	\$39,025.00
Concrete Repairs	CW	\$0.00	\$90,000.00	\$90,000.00	5		\$90,000.00
Safety Equipment	CW	\$0.00	\$15,000.00	\$15,000.00	5	\$257.68	\$14,742.32
Public Safety Remodel, Bldg. B	RO	\$19,657.78	\$0.00	\$19,657.78	6		\$19,657.78
Parking Structure Restoration, North	RO	\$462,405.86	\$0.00	\$462,405.86	6	\$2,558.61	\$459,847.25
Construction Mgmt Core Staff	CW	\$400,000.00	\$0.00	\$400,000.00			\$400,000.00
Academic Enhancements	CW	\$1,000,000.00	-\$250,000.00	\$750,000.00			\$750,000.00
Emerging Needs / Contingency / Emergency Repair	CW	\$1,000,000.00	-\$725,000.00	\$275,000.00			\$275,000.00
<b>Grand Total</b>		<b>\$64,622,862.90</b>	<b>\$0.00</b>	<b>\$64,622,862.90</b>		<b>\$3,113,461.11</b>	<b>\$61,509,401.79</b>

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



OAKLAND COMMUNITY COLLEGE®  
Excellence *Empowered.*®

# INFORMATION

**Board Agenda Item 8.3**  
**February 18, 2020**

**INFORMATION TECHNOLOGY QUARTERLY REPORT**  
**October 1 to December 31, 2019**

**IT Projects List**  
 Quarterly Status Report  
 as of December 31, 2019

## IT PROJECTS

### Quarterly Status Report as of December 31, 2019

Select a Quarter End Date to view the Report:

December 31, 2019 ▼

Description	Location	Status	Progress	2019-20 Budget \$	2019-20 Committed Costs	2019-20 Balance	Multi-year Project
Campus Server Replacement	CW	Definition		\$100,000	\$0	\$100,000	1
Chatbot	CW	Definition		\$50,000	\$45,600	\$4,400	1
College Data Backup Solution	CW	Implementation		\$300,000	\$350,000	(\$50,000)	1
Communication and Collaboration tools	CW	Implementation		\$150,000	\$150,000	\$0	1
Dark Fiber Optics	CW	Complete		\$0	\$0	\$0	5
Data Center Servers and Storage	CW	Complete		\$0	\$0	\$0	5
DO UPS Replacement	DO	Not Started		\$50,000	\$0	\$50,000	1
E Doc and E Workflows	CW	Implementation		\$160,000	\$138,250	\$21,750	1
Firewall replacement	CW	Implementation		\$1,500,000	\$1,561,796	(\$61,796)	1
Replace Colleague Server Hardware	AH	Definition		\$150,000	\$0	\$150,000	1
Text Aggregator	CW	Definition		\$50,000	\$12,051	\$37,949	1
UPS Replacement for campus Closets	CW	Not Started		\$120,000	\$0	\$120,000	1
VDI	CW	Implementation		\$1,000,000	\$1,000,000	\$0	5
<b>Totals</b>				<b>\$3,630,000</b>	<b>\$3,257,697</b>	<b>\$372,303</b>	

## IT Capital Project Descriptions

### **Campus Server Replacement**

This refers to servers and disk storage installed on our campuses used to manage printer queues, host campus specific software applications, and deploy computer images. The existing servers are past their useful lives and need to be replaced.

### **Chatbot**

This refers to Artificial Intelligence (AI) software used to improve/streamline our student' interactions. The Chatbot offers students self-service answers via chat using various channels: OCC web page, social media, text, email reducing call transfers; expanding availability to 24x7x365; and to help off-load traffic during business hours allowing our front line staff to handle more complex student questions and issues.

### **College Data Backup Solution**

This refers to the software and storage devices that are used to make daily backups of the College's digital data. In the event of a hardware failure or accidental deletion, this solution can restore the lost data.

### **Communication and Collaboration tools**

This is a project to implement the Microsoft Office 365 suite for use by employees to improve college-wide efficiency, effectiveness, and collaboration. In addition, this same software suite will be used to replace our aging Infomart intranet.

### **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.

### **DO UPS Replacement**

This refers to the Uninterruptible Power Supply (UPS) that supports the DO IT closet to ensure that the servers, telephony and networking equipment remain functional in the event of a power outage. The existing UPS equipment has passed its useful life and needs to be replaced.

### **eDoc and eWorkflow (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.

### **Firewall Replacement**

This refers to the specialized security equipment that filters, monitors and blocks cybersecurity threats from the Internet. Firewalls create a gateway barrier that limits what traffic can enter the college from the Internet.

**Replace Colleague Server Hardware**

This refers to computers (Servers) and disk storage installed in our data centers to process and house the Colleague software application (Student Information System).

**Text Aggregator**

This refers to the purchase of text message capacity for the college to use to communicate with our students. Text messaging will be added as a channel to a variety of departments who provide student services including Counseling, Admissions, ASC, Registrar, etc.

**UPS Replacement for Campus Closets**

This refers to the Uninterruptable Power Supply (UPS) that supports the IT closets at each campus to ensure that the servers, telephony and networking equipment remain functional in the event of a power outage. The existing UPS equipment has passed its useful life and needs to be replaced.

**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.



# INFORMATION

Board Agenda Item 8.4

February 18, 2020

**OCC FOUNDATION REPORT**  
**QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS**  
**January 1 to December 31, 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 the calendar year complete, the Foundation recorded the third-best fundraising total in its 40-year history. In CY2019, 461 donors contributed \$499,197 toward the goal of \$625,000 from 492 donors. The anticipated six-figure trust distribution was delayed in probate, accounting most significantly for the shortfall from goal.

Giving among faculty and staff continues to grow. In CY2019, 156 current employees gave to the Foundation, up from 127 in CY2018. Faculty and staff represented one of every three donors and 13% of the total given with \$58,353 contributed.

At its 40th Anniversary celebration on October 11, the Foundation launched a matching gift challenge to endow the Student Success Fund. Through calendar year-end, 150 donors took advantage of the dollar-for-dollar match to contribute \$31,897 toward the goal of \$40,000, including many first-time donors. With the match, the endowment totaled \$63,758 on 12/31, 80% of the goal. The challenge continues through March 26, 2020.

New scholarships funded in this quarter include the Farmington Art Foundation Scholarship, Automotive Servicing Certificate Scholarship, Cathy & Robert Raffle Annual Scholarship by retired Playcare Coordinator Cathy Raffle and her husband Robert, Wildern Family Endowed Scholarship by Foundation Board member Bill Wildern and his wife Nicole, and the Don & Marge Arsen Endowed Scholarship, the second endowment by Don Arsen in memory of his wife Marjorie.

The assets of the Foundation returned 17.30% for the calendar year, growing to a record \$7,182,319. The net return over the prior three years has averaged 7.22%.



# INFORMATION

Board Agenda Item 8.4  
February 18, 2020

**OCC FOUNDATION REPORT**  
**QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS**  
**January 1 to December 31, 2018**

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		% of Goal	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Total</b>	<b>462</b>	<b>\$537,508</b>	<b>492</b>	<b>\$625,000</b>	<b>461</b>	<b>\$499,197</b>	<b>93.7%</b>	<b>79.9%</b>
<u>Giving Level</u>								
\$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	12	190,521	80.0%	88.6%
\$1,000 to \$9,999	96	227,949	105	245,000	113	249,973	107.6%	102.0%
Under \$1,000	352	63,700	371	65,000	336	58,704	90.6%	90.3%
<u>Retention Status</u>								
Acquired	119	\$63,473	114	\$131,650	135	\$75,065	118.4%	57.0%
Recovered	101	99,813	98	162,250	60	60,830	61.2%	37.5%
Retained	242	374,222	280	331,100	266	363,302	95.0%	109.7%
Retained from Prior Year	57.2%	87.7%	60.6%	61.6%	57.6%	67.6% #	95.0%	109.7%

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



# INFORMATION

Board Agenda Item 8.5  
February 18, 2020

## STRATEGIC PLAN UPDATE

As we roll out the new 1+3 planning model, we are seeking to align our next steps with the filling of the positions of Provost and Chief Strategy Officer. These positions will play a key role in guiding the process, engaging faculty and staff, and supporting implementation. Our adjusted schedule continues to seek Board approval in June.

- Early April: Reconvene the Strategic Planning Team to review and affirm the updated Strategic Plan and establish the Strategic Direction Steering Committee structure
- Mid-April: Communicate our updated Strategic Plan and seek feedback through email, InfoMart, the Open Communication Cycle, special campus meetings, and the Academic Senate
- Early May: Convene the Team to consider feedback and refine the Strategic Plan
- May–June: Recruit and convene the Strategic Direction Steering Committee to:
  - Identify Strategic Objective champions
  - Establish measures for each Strategic Objective
  - Develop Action Plans to support Strategic Objectives
  - Form Action Plan teams with corresponding team leaders
- June: Seek Board approval of the updated Strategic Plan