



OAKLAND COMMUNITY COLLEGE®

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BOARD OF TRUSTEES

REGULAR MEETING AGENDA

The Board of Trustees of Oakland Community College will hold a public hearing for the proposed budget and financial forecast for fiscal years ending 2021-2025 on Tuesday, March 24, 2020 at 6:15 p.m. in the Board Room of the George A. Bee Administration Center, 2480 Opdyke Road, Bloomfield Hills, Michigan. The Regular Meeting of the Board of Trustees of Oakland Community College will commence at 6:30 p.m. or immediately following the public hearing.

AGENDA

1. CALL TO ORDER

2. ATTENDANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4.1 February 18, 2020 Regular Board Meeting Minutes

A – ACTION

4.2 March 14, 2020 Special Board Meeting Minutes

B – ACTION

5. COMMUNICATIONS

5.1. Community Comments

5.2. Student Government Report – no report

5.3. Academic Report

5.3.1 Academic Senate Update

5.4. Chancellor's Comments

6. MONITORING REPORT – no report

7. ACTION ITEMS

7.1 2021-2025 Proposed Budget and Financial Forecast

C – INFORMATION

7.2 2020-2021 Tax Levy of Operating Millage

D – ACTION

7.3 2020-2021 Tuition Rates

E – ACTION

7.4 Approval of Revised Policies

F – ACTION

8. INFORMATION ITEMS - none

9. BOARD COMMENTS

10. ADJOURNMENT

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



**BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
February 18, 2020
Oakland Community College
Auburn Hills Campus, G240
2900 Featherstone Road
Auburn Hills, Michigan**

1. CALL TO ORDER

Chair McCulloch called the meeting to order at 7:00 p.m.

2. ATTENDANCE

Present:

John P. McCulloch, Chair
Susan E. Anderson, Treasurer
Pamela S. Jackson, Secretary
Kathleen A. Bertolini, Trustee
Christine M. O'Sullivan, Trustee

Absent:

Shirley Bryant, Trustee
Pamala M. Davis, Vice Chair

3. APPROVAL OF AGENDA

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

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

NAYS: None

Motion Carried

4. MINUTES

4.1 January 14, 2020 Regular Board Meeting Minutes

A – ACTION

Trustee Anderson MOVED to approve the January 14, 2020 Regular Board Meeting Minutes. Trustee Jackson seconded.

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

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments

One comment was made regarding how the physics classes are being taught.

5.2. Student Government Report

Auburn Hills Associate Dean of Student Services Stacey Jackson introduced the Student Government Representative Blake Woodruff. Mr. Woodruff, who is the Student Government President at OCC, provided a presentation to the Board on Student Government and Student Life at OCC.

5.3. Academic Report

5.3.1. Academic Senate Update

Academic Senate Chair John Mitchell provided the Senate update report. Some of the items discussed included:

- A major update to the Curriculum procedure via the development of a new balloting and informing procedure for changes to degrees, program, and courses
- The motion passed to make the current Distance Learning Task Force into a standing Senate committee and this recommendation has been forwarded to Administration
- The Provost candidate Jennifer Berne visited Senate and provided a brief talk about her background and priorities for the position, and met with Senate attendees after the meeting
- Topics to be addressed in February:
 - Distance Learning
 - Transfer Syllabi
 - Development of a faculty-student relationship policy
 - Continue work on ratifying an amended Senate constitution

5.4. Chancellor's Report

Mr. Provenzano commented on the following:

- Four new employees were recognized:
 - David Hamilton, International Student Advisor, Enrollment Services
 - Wendy Howard, Custodian, Maintenance
 - Ryan Morency, Custodian, Maintenance
 - Andrea Polando, Custodian, Maintenance
- Two retirees were recognized for their service at OCC:
 - Kathie House, Cooperative Education Coordinator, Career Services & Cooperative Education - 15 years
 - Wanda McCord, Financial Aid Manager, Student Financial Resources and Scholarships - 22 years
- The College's Mental Health Task Force unveiled two more Lunch & Learn events as part of its mental health awareness series: *The Disruptive Student* and *Healthy Relationships*
- Recently sanctioned by the National Coalition of Certification Centers (NC3), auto servicing faculty head Claude Townsend earned this prestigious certification and is the only certified NC3 Master Instructor at a Michigan community college
- Doug Smith, Government & Community Relations Executive Director, was presented the Dreamer Award by the Greater Pontiac Community Coalition on January 20 in recognition of his work in the Pontiac community

- Stacey Jackson, Auburn Hills Campus Associate Dean of Student Services, was appointed to the Oak Park Arts & Cultural Diversity Commission
- Royal Oak counselor Dr. Mary Thomas was re-elected as a member of the Utica Community School Board of Education and will serve as vice president
- OCC's CIS program was chosen to highlight the information technology field for the Michigan College Access Network video series "Roadmap to Opportunity," which promoted high-demand, high-wage fields in Michigan
- A Welcome Back event was held at each campus this past January, which included representatives from ACCESS, Academic Support Center, Financial Aid, Marketing, Student LIFE, Student Government, and Veterans Affairs. One of the goals during Welcome Back week was to make students aware of the College's new app called "OCC Connect," which 524 students downloaded on the spot.
- OCC celebrated Black History Month:
 - Faculty, staff, and students participated in a Peace March at the Auburn Hills Campus to honor Dr. Martin Luther King
 - Campus libraries participated in the national African American Read-In featuring works by African American authors
 - On February 11, OCC partnered with Oakland County Commissioners and Oakland University to present an event recognizing the 100th anniversary of women's suffrage, with special guest Michelle Duster (the great granddaughter of Ida B. Wells, who was a prominent African American journalist, abolitionist, and feminist during the late 19th and early 20th centuries)
- Chancellor Provenzano will be sharing the great work of the College during his State of the College address at the Waterford State of the Township event
- Accompanied by his human Officer Green, canine Officer Parks was sworn in at the Huron Clinton Metroparks Board of Commissioners December meeting to become the first police dog for the Metroparks. Having put in 200 hours and five weeks of training through our K-9 program, Officer Parks received a certification in tracking and explosive detection, and has agreed to lend his services to other police departments when needed.
(Report on file)

5.5. Midwest Strategy Presentation

Mike Krombeen, a Partner with Midwest Strategy Group, provided an update on the following topics:

- Governor's budget and proposed projects
- Michigan New Jobs Training Fund Cap Increase
- Weapon Free Zones
- Free Speech on Campus
- Current Michigan Board vacancies

(Report on file)

6. MONITORING REPORT – no report

7. ACTION ITEMS

7.1. Appointment of Audit Committee Members

B – ACTION

Trustee Anderson MOVED 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. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

Chair McCulloch thanked Trustee Shirley Bryant and Sara Voight for their previous years of service on this committee.

8. INFORMATION ITEMS

CONSENT CALENDAR – INFORMATION ITEMS

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

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

NAYS: None

Motion Carried

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**

(Reports on file)

END OF CONSENT CALENDAR – INFORMATION ITEMS

9. BOARD COMMENTS

Trustee Jackson sadly reported that retired OCC math faculty member Robert Zwinck passed away in January.

Chair McCulloch asked for a motion to move into closed session pursuant to MCL 15.268(c) to receive an update on labor negotiations. Trustee O'Sullivan so MOVED, and Trustee Bertolini seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 7:46 p.m.

The Board returned to open session at 7:54 p.m.

Based on the labor negotiations update the Board received during the closed session, Chair McCulloch asked for a motion for the Board of Trustees to approve the collective bargaining agreement with Teamsters Local Union No. 214 State, County and Municipal Workers covering the period of February 18, 2020 through June 30, 2020. Trustee Bertolini so MOVED, and Trustee Jackson seconded.

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

NAYS: None

Motion Carried

10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 7:54 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
March 14, 2020
Oakland Community College
CREST S122A/S122B
2900 Featherstone Road
Auburn Hills, Michigan**

1. CALL TO ORDER

Chair McCulloch called the special meeting to order at 9:08 a.m. for the purpose of holding a workshop to discuss monitoring reports, board policies, and receive Title IX training, and to go into closed session pursuant to MCL 15.268 Sec 8(h) for the purpose of discussing a written legal opinion from OCC's attorney.

2. ATTENDANCE

Present

John P. McCulloch, Chair
Susan E. Anderson, Treasurer (left at 12:10 p.m.)
Pamela S. Jackson, Secretary
Kathleen A. Bertolini, Trustee

Absent

Shirley J. Bryant, Trustee
Pamala M. Davis, Vice Chair
Christine M. O'Sullivan, Trustee

3. PUBLIC COMMENTS – none

Chancellor Peter Provenzano introduced Chief Strategy Officer Dr. Steven Simpson. Dr. Simpson provided the Board with a summary of his background information.

4. WORKSHOP

4.1 Monitoring Reports

Kristen Carey Li, Institutional Effectiveness Assessment Specialist, and Zheng Wang, Director of Analytical Studies, presented a PP presentation to the Board regarding the new Monitoring Report Proposal.

4.2 Board Policies

Vice Chancellor for Legal Services Eileen Husband reviewed policy changes recommend by the Policy Committee with the Board.

4.3 Title IX Training

Ms. Husband provided Title IX training to the Board.

Chair McCulloch asked for a motion to go into closed session pursuant to MCL 15.268 Sec 8(h) for the purpose of discussing a written legal opinion from OCC's attorney. Trustee Anderson so MOVED, and Trustee Bertolini seconded.

Roll call vote:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None

Motion Carried

The Board adjourned into closed session at 11:57 a.m.

The Board returned to open session at 12:27 p.m.

5. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 12:27 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.

PROPOSED BUDGET AND FINANCIAL FORECAST

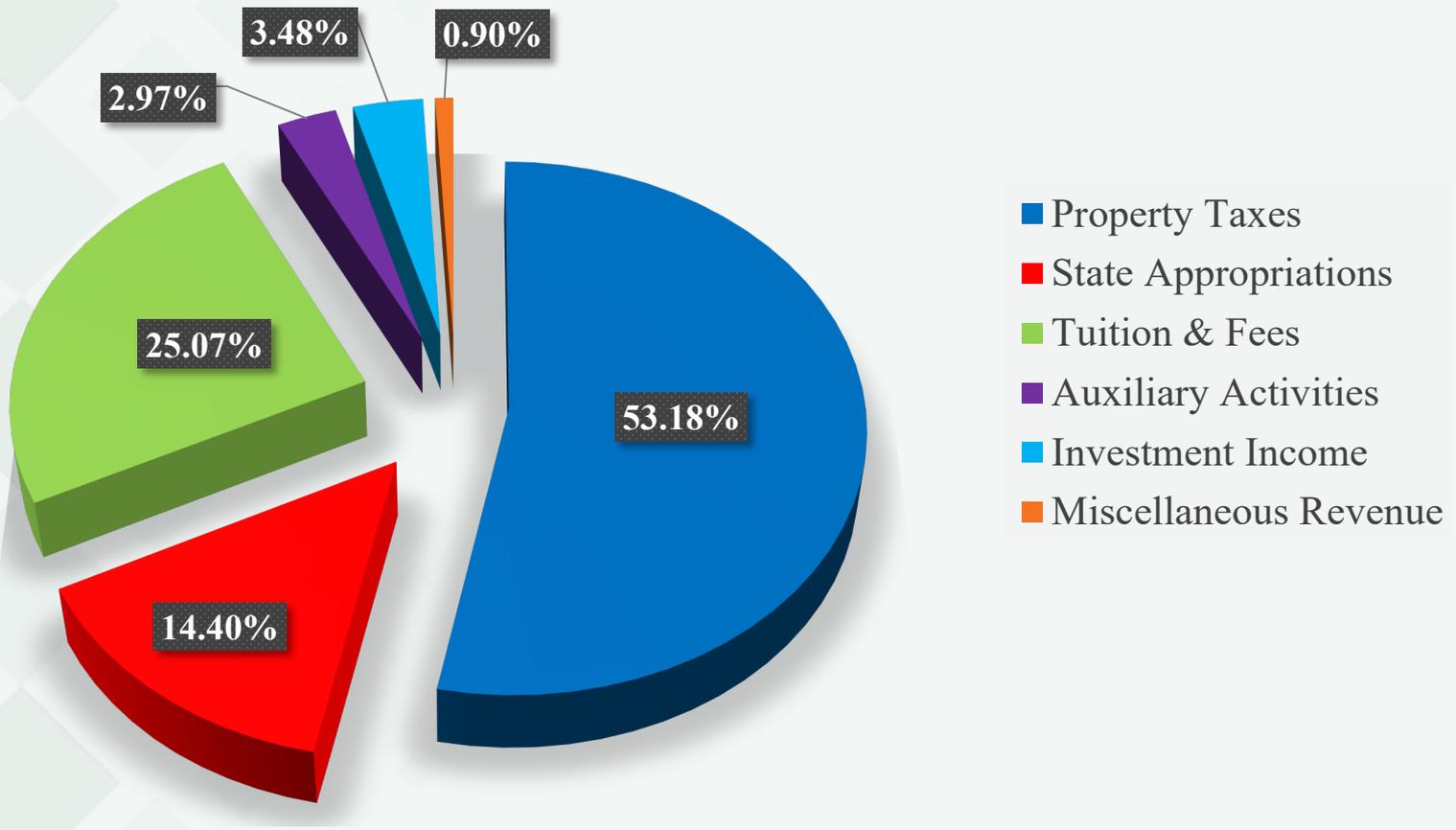
Fiscal Years Ending 2021-2025



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March 24, 2020

FY2021 OPERATING REVENUE



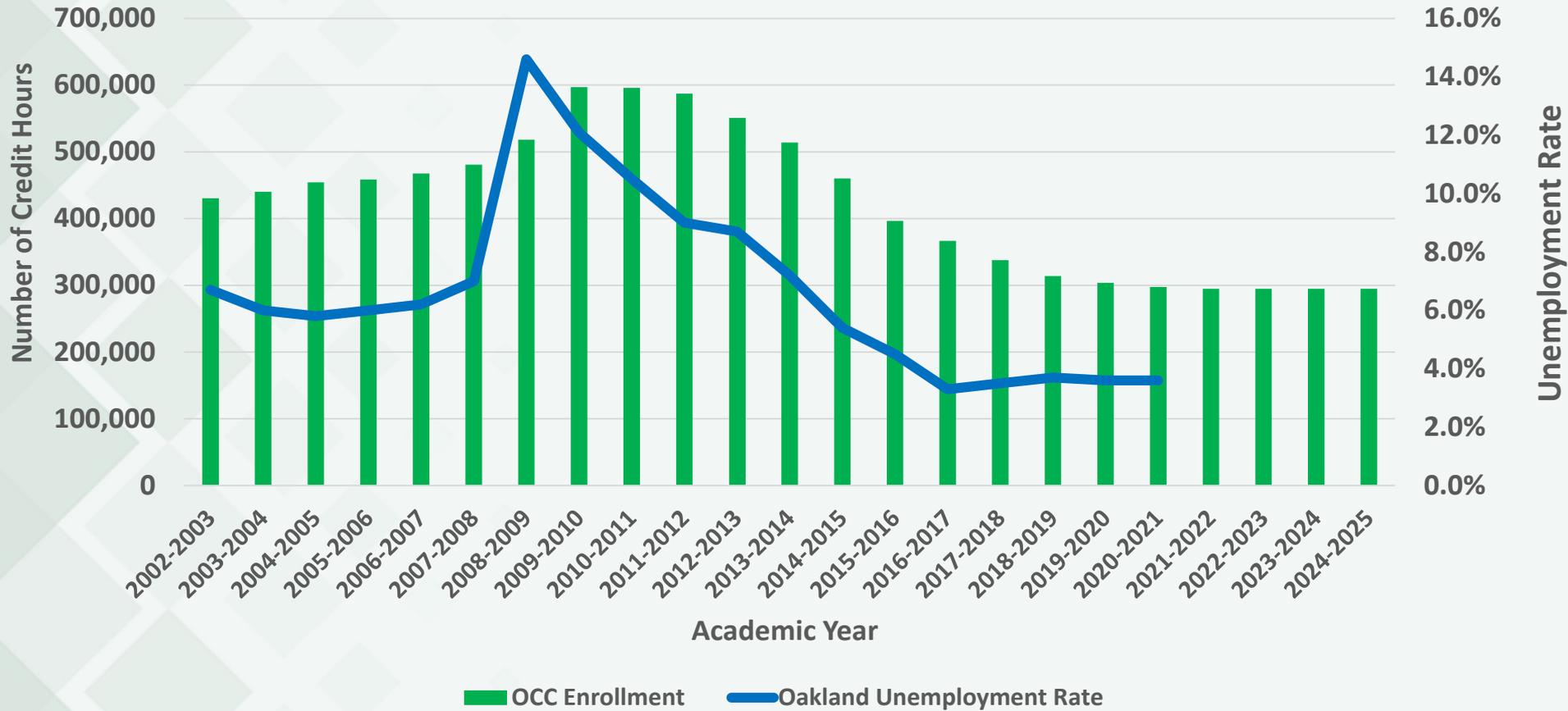
REVENUES – TUITION & FEES

- In-District tuition increase of 2.7%/ \$2.50 to \$97.00
- Out-of-District tuition increase of 2.7%/ \$5.00 to \$188.00
- Student Support Fee remains unchanged at \$100.00

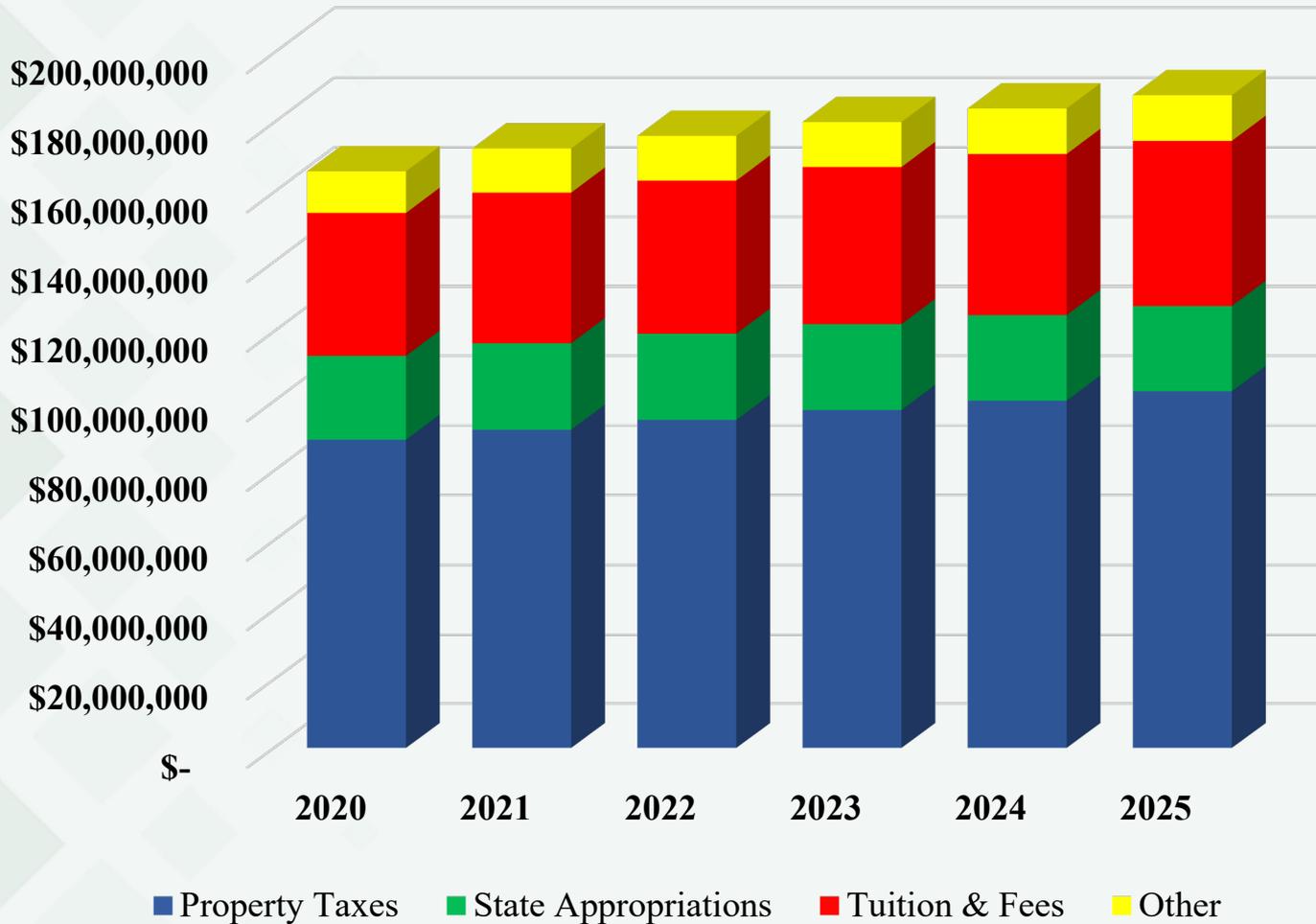
OCC's In-District Tuition will continue to be one of the lowest among all the 28 community colleges. Our Out-of-District Tuition is projected to be 11th lowest among Michigan's community colleges.

ENROLLMENT- CREDIT HOUR PROJECTION

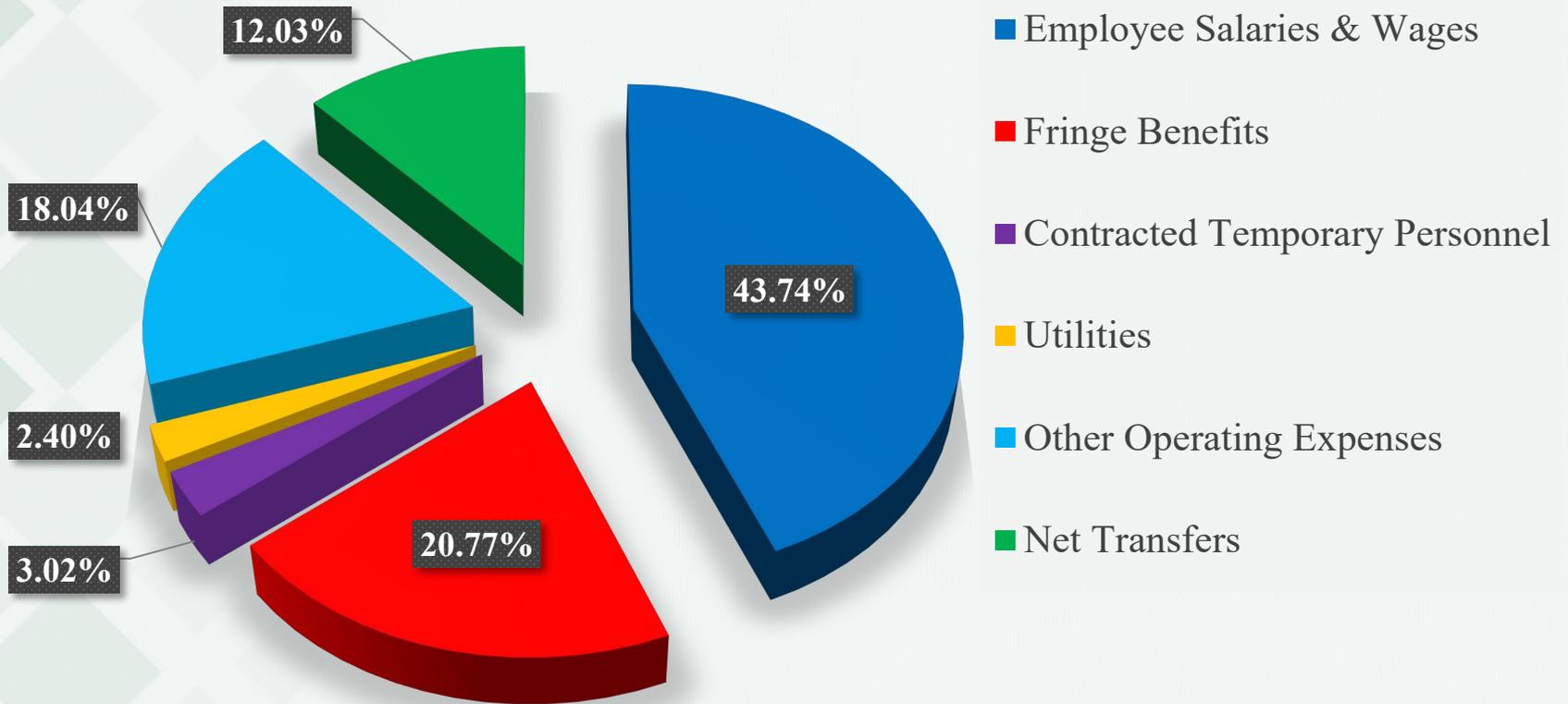
OCC Enrollment & Oakland County Unemployment



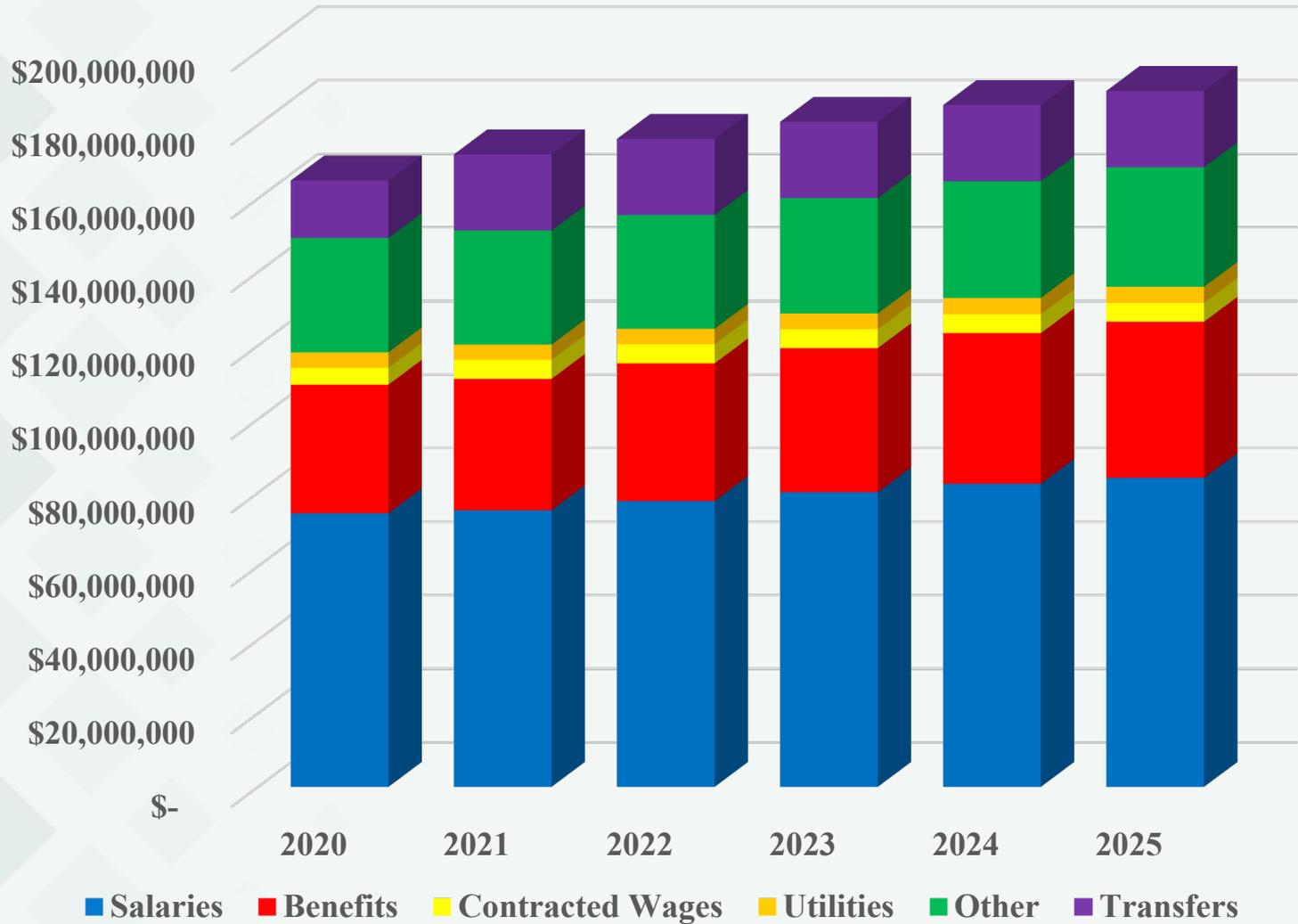
OPERATING REVENUE BUDGET/FORECAST



FY2021 OPERATING EXPENSES AND TRANSFERS



OPERATING EXPENSE BUDGET/FORECAST



BUDGET & FINANCIAL FORECAST SUMMARY

FY2021 Budgeted Surplus of \$556,019

FY2022 through FY2025 forecasting small budget deficits, we will continue to enhance revenues and align costs in order to balance the budgets in those years

New at Auburn Hills Campus

- Science and Technology Building & Renovation
- Signage Project

Rendering of completed project



Plans for Orchard Ridge Campus *L Building & Parking Lots*



Plans for Royal Oak Campus

Designing the Culinary Building, Power Plant and Loading Dock



CAPITAL BUDGET

	2021	2022	2023	2024	2025
	Budget	Forecast	Forecast	Forecast	Forecast
Capital Equipment College-Wide	\$ 975,808	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Information Technology Projects	3,221,125	2,825,759	1,169,000	5,859,000	1,410,000
Physical Facility Projects approved FY 2020	49,772,578	-	-	-	-
Physical Facility Projects	18,350,000	45,000,000	45,000,000	40,000,000	40,000,000
Total Capital	\$ 72,319,511	\$ 48,825,759	\$ 47,169,000	\$ 46,859,000	\$ 42,410,000

OUR PLAN IS TO CONTINUE

- Providing a balanced budget and fiscally responsible financial forecasts
- Addressing deferred maintenance and infrastructure improvements on our campuses
- Coordinating our spending increase with our Strategic Plan
- Maintaining our focus on the College Mission *of empowering our students to succeed and advancing our community.*



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ACTION

**Board Agenda Item 7.2
March 24, 2020**

2020-2021 TAX LEVY OF OPERATING MILLAGE

PROBLEM/NEEDS STATEMENT

The College needs to establish its General Fund Millage rate for 2020-2021 Fiscal Year.

WHY THE ACTION IS BEING RECOMMENDED

Each year the College, as a part of its budget process, determines the total tax levy required to maintain College operations. It has been deemed necessary that the maximum annual rate of 1.5303 Mills (\$1.5303 per \$1,000) is required for the sound management and operation of the district. The rate may be adjusted for any reduction that is required by the constitution provision, which limits the growth of property tax. The final millage rate will be reported to the Board, once it is received by the County.

MOTION

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



**RESOLUTION FOR TAX LEVY OF OPERATING MILLAGE
(2020-2021)**

AT A REGULAR MEETING of the Board of Trustees of Oakland Community College held on the 24th day of March, 2020, at Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, Michigan, at 6:30 p.m., prevailing Eastern Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Trustee _____.

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

WHEREAS, the qualified electors of the District have heretofore authorized the Board of Trustees to levy a tax on the real and personal property within the District at a maximum annual rate of 1.5303 Mills (\$1.5303 per \$1,000) on each dollar of the taxable value of the property within the District, such rate to be adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, and

WHEREAS, the Board of Trustees has carefully examined the financial circumstances of the District for the 2020-21 fiscal year and determined that the levy of all operating mills authorized to be levied under law was necessary for the sound management and operation of the District,

NOW, THEREFORE, BE IT RESOLVED that the District hereby declares and certifies the levy on the real and tangible personal property within the District for the fiscal year commencing July 1, 2020, at a maximum annual rate of 1.5303 Mills (\$1.5303 per \$1,000) on each dollar of the taxable value of the property within the District, as such rate shall be adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution;

BE IT FURTHER RESOLVED that it is hereby declared and certified that the total amount of taxes to be raised through the District for the operation of the College for the fiscal year commencing July 1, 2020, shall equal the amount of taxes levied from the millage rates certified pursuant to this Resolution;

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

AYES: _____

NAYS: _____

I, John P. McCulloch, hereby certify that I am the Chair of the Board of Trustees of Oakland Community College and that the foregoing Resolution for Tax Levy of Operating Millage (2020-2021) is a true and correct copy of the Resolution adopted by a vote of the members of said Board on the 24th day of March, 2020, at which a quorum was present.

John P. McCulloch, Chair
Oakland Community College Board of Trustees



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ACTION

Board Agenda Item 7.3
March 24, 2020

2020-2021 TUITION RATES

PROBLEM/NEEDS STATEMENT

The College needs to establish the 2020-2021 tuition rates to provide funding to offset the cost of College operations.

WHY THE ACTION IS BEING RECOMMENDED

Oakland Community College has taken into consideration the taxes paid by students who reside within the county, and the state of Michigan, and has set the College tuition rates accordingly.

MOTION

Move to adopt the following 2021 Fiscal Year tuition rates beginning with the Fall 2020 semester:

Tuition Rates		
\$ 97.00 per contact hour	In-district students	2.7% increase
\$188.00 per contact hour	Out-of-district students	2.7% increase



ACTION

Board Agenda Item 7.4
March 24, 2020

PROPOSED AMENDED POLICIES, PROCEDURE AND BYLAW

PROBLEM/NEEDS STATEMENT

The Board Policy Committee proposes amendments to Board policies, a procedure and the bylaw identified in the Motion below. The amendments are not substantive in nature and therefore qualify for passage on a first reading. The amended policies, procedure and bylaw are intended to supersede all existing policies, procedures and bylaws on the same subject matter. To the extent the language of these policies, the procedure, or bylaw conflict with any portion of any other previously existing policy, procedure or bylaw, the new language is intended to control.

The Board held a public meeting regarding the proposed policy amendments, procedure and bylaw on March 14, 2020.

MOTION

Move the Board of Trustees approve the following amended Board policies, procedure and bylaw to take effect immediately.

Policy/Bylaw Number	Policy/Procedure/Bylaw Name
1.4	Policy Creation and Review
1.7	Board Chair's Role
1.11	Board Committees
1.12	Board Planning Cycle
2.2	CEO Accountability
2.3	Delegation to the CEO
4.3	Monitoring College Effectiveness Policy/Monitoring Reporting Procedure
4.4	Accreditation and Certification
Article IV. Meetings, Section 4.a.	Bylaws unique to Regular and Special Meetings Calendar

The amended policies, procedure and bylaw shall supersede any previously existing policies, procedures and bylaws on the same subject matter. To the extent the language of the policies, procedure or bylaw conflicts with any portion of any other previously existing policy, procedure or bylaw, the new language shall control.



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Board Policy

Policy Type: Board Governance Process
 Policy Title: Policy Creation and Review
 Policy Number: 1.4
 Office Responsible: Board and CEO
 Related Policies: N/A
 Related Procedures: Included in Policy
 Related Laws: Michigan Open Meetings Act
 HLC Criterion: 2A, 2C

Policy Statement

College policies are guiding or governing principles developed in furtherance of the College's mission and values. Policies do not include procedures used to implement them.

Policies shall be:

1. Presented in a common format
2. Maintained centrally, electronically-accessible, and available in hard copy
3. Linked electronically to any relevant procedures (if applicable) for implementing the policy
4. Regularly reviewed within a five-year timeframe

Division of Responsibility

The responsibility for formulating College policies shall be divided as follows:

Board Policies:

1. The Board is responsible for adopting broad strategic, value based policies for the oversight of the operation of the College. As such, the Board will set policy in these areas: Ends, Executive Limitations, Board-Staff Relationship, and Governance Process.
2. All Board Policies shall be formally approved by the Board and available on the College public web page.

Administrative Policies:

1. The CEO is responsible for developing, implementing, and executing administrative policies, rules, guidelines, and procedures for employees to follow in implementing College policies.
2. The CEO shall collaborate, as needed, with appropriate stakeholders in the development and implementation of administrative policies, rules, guidelines, and procedures.
3. Establishing specific tactical decisions and procedures for implementing administrative policies, rules, and/or guidelines shall be the responsibility of operating units or positions designated by the CEO.
4. The CEO shall provide Administrative policies to the Board for informational purposes and make them available on the College public web page, as appropriate.

Standard Format for Policies

Policies shall follow an established, consistent format per Exhibit A.

Initiating Board Policy

Board Policies shall be initiated in accordance with the Procedure for initiating a policy. All Board policies shall be initiated in accordance with the Board's designated Procedure for Board Policy initiation (see below).

Board Policy Action

In order to ensure public transparency and accountability, **newly** proposed Board policies and **substantive changes** to existing Board policies shall be presented at a properly-noticed public Board meeting for at least two readings before they may be acted upon. The purpose of the first reading is to present the proposed Board policy or substantive change to the public and allow for comment. After the first reading, and prior to second reading, the public and additional college stakeholders may provide additional input to the CEO, which may result in revisions to the proposed Board policy or substantive change. The purpose of the second reading is to provide final public comment followed by Board action.

In an emergency, the Board may act—by a supermajority vote—upon a new Board policy proposal or a substantive change at the first reading. In this situation, Board policy adoption will be considered provisional and shall not become final until the conclusion of the second reading and final action. Revisions to a provisionally approved Board policy may be proposed between provisional and final adoption.

As part of the Board's ongoing policy review responsibility, revised Board policies that do not substantially change the intent or direction of the policy may be adopted after first reading at the discretion of the Board. In addition, the Board empowers the CEO to make non-substantive changes to policy without Board action when clarity is needed to reflect changes in college operations.

After the first reading, any proposed Board policy may be removed from consideration or rejected by a majority vote at the next properly-noticed Board meeting.

Unless otherwise noted, Board policies may only be acted upon by a majority vote of the members-elect of the Board at a properly noticed public Board meeting at which a quorum is present.

In rare instances where the Board, at its discretion, may need additional information about a particular Board policy or substantive change, it may choose to have additional readings beyond a second reading.

Harmony with Law and Collective Bargaining Agreements

All policies shall comply with all applicable laws. If any policy (or portion thereof) is found to be in conflict with an applicable law, the policy or conflicting provision will be temporarily suspended. The elements of the policy that are not in conflict with the law shall continue to be in effect as long as the policy's intended purpose can still be achieved. Subsequently, the policy will be revised to comply with the law.

If any policy (or portion thereof) is found to be in conflict with collective bargaining agreements through the grievance and/or arbitration process, the collective bargaining agreement shall supersede the policy. In this situation, the policy may be revised to be consistent with the collective bargaining provision.

Supersedes Prior Policies

Policies adopted by the Board shall supersede all previous versions and related procedures.

Communication

New and amended policies shall be communicated and be accessible through the College's website.

Policy Rights

Policies are not contractual in nature and are not intended to create any contractual, liberty, and/or property rights. Board policies may be changed and/or repealed at the sole discretion of the Board. Administrative policies, rules, guidelines and procedures may be changed by the CEO in collaboration, as needed, with appropriate shareholders, as needed.

Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
1/17/17	Revised	
4/17/18	Revised; referenced in former Policies 1.7.2, 1.7.3, and 1.7.4	Board

DRAFT

EXHIBIT A



**OAKLAND
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Community is our middle name.

Board Policy

Policy Type:
Policy Title:
Policy Number:
Office Responsible:
Related Policies:
Related Procedures:
Related Laws:
HLC Criterion:

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**OAKLAND
COMMUNITY
COLLEGE**

Board Policy

Policy Type: Board Governance Process
 Policy Title: Policy Creation and Review
 Policy Number: 1.4
 Office Responsible: Board and CEO
 Related Policies: N/A
 Related Procedures: Included In Policy
 Related Laws: Michigan Open Meetings Act
 HLC Criterion: 2A, 2C

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Broad strategic, value-based policies are the responsibility of the Board.¶

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Moved down [1]: Administrative rules, guidelines, and procedures for employees to follow in implementing College policies are the responsibility of the CEO and shall be provided to the Board for informational purposes. They shall also be available on the web.¶

Moved (Insertion) [1]

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2. Maintained centrally, electronically-accessible, and available in hard copy
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2. All Board Policies shall be formally approved by the Board and available on the College public web page.

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2. The CEO shall collaborate, as needed, with appropriate stakeholders in the development and implementation of administrative policies, rules, guidelines, and procedures.
3. Establishing specific tactical decisions and procedures for implementing administrative policies, rules, and/or guidelines shall be the responsibility of operating units or positions designated by the CEO.
4. The CEO shall provide Administrative policies to the Board for informational purposes and make them available on the College public web page, as appropriate.

Standard Format for Policies

Policies shall follow an established, consistent format per Exhibit A.

Initiating Board Policy

Board Policies shall be initiated in accordance with the Procedure for initiating a policy. All Board policies shall be initiated in accordance with the Board's designated Procedure for Board Policy initiation (see below).

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Board Policy Action

In order to ensure public transparency and accountability, newly proposed Board policies and substantive changes to existing Board policies shall be presented at a properly-noticed public Board meeting for at least two readings before they may be acted upon. The purpose of the first reading is to present the proposed Board policy or substantive change to the public and allow for comment. After the first reading, and prior to second reading, the public and additional college stakeholders may provide additional input to the CEO, which may result in revisions to the proposed Board policy or substantive change. The purpose of the second reading is to provide final public comment followed by Board action.

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In an emergency, the Board may act—by a supermajority vote—upon a new Board policy proposal or a substantive change at the first reading. In this situation, Board policy adoption will be considered provisional and shall not become final until the conclusion of the second reading and final action. Revisions to a provisionally approved Board policy may be proposed between provisional and final adoption.

As part of the Board’s ongoing policy review responsibility, revised Board policies that do not substantially change the intent or direction of the policy may be adopted after first reading at the discretion of the Board. In addition, the Board empowers the CEO to make non-substantive changes to policy without Board action when clarity is needed to reflect changes in college operations.

After the first reading, any proposed Board policy may be removed from consideration or rejected by a majority vote at the next properly-noticed Board meeting.

Unless otherwise noted, Board policies may only be acted upon by a majority vote of the members-elect of the Board at a properly noticed public Board meeting at which a quorum is present.

In rare instances where the Board, at its discretion, may need additional information about a particular Board policy or substantive change, it may choose to have additional readings beyond a second reading.

Harmony with Law and Collective Bargaining Agreements

All policies shall comply with all applicable laws. If any policy (or portion thereof) is found to be in conflict with an applicable law, the policy or conflicting provision will be temporarily suspended. The elements of the policy that are not in conflict with the law shall continue to be in effect as long as the policy’s intended purpose can still be achieved. Subsequently, the policy will be revised to comply with the law.

If any policy (or portion thereof) is found to be in conflict with collective bargaining agreements through the grievance and/or arbitration process, the collective bargaining agreement shall supersede the policy. In this situation, the policy may be revised to be consistent with the collective bargaining provision.

Supersedes Prior Policies

Policies adopted by the Board shall supersede all previous versions and related procedures.

Communication

New and amended policies shall be communicated and be accessible through the College’s website.

Policy Rights

Policies are not contractual in nature and are not intended to create any contractual, liberty, and/or

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property rights. ~~Board~~ policies may be changed and/or repealed at the sole discretion of the Board.
~~Administrative policies, rules, guidelines and procedures may be changed by the CEO in~~
~~collaboration, as needed, with appropriate shareholders, as needed.~~

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Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
1/17/17	Revised	
4/17/18	Revised; referenced in former Policies 1.7.2, 1.7.3, and 1.7.4	Board

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EXHIBIT A

	OAKLAND COMMUNITY COLLEGE <small>Community is our middle name.</small>	Board Policy
		Policy Type: Policy Title: Policy Number: Office Responsible: Related Policies: Related Procedures: Related Laws: HLC Criterion:



Board Policy

Policy Type: Governance
 Policy Title: Board Chair's Role
 Policy Number: 1.7
 Office Responsible: Board, Board Chair and CEO
 Related Policies: 1.3, 1.5, and 1.6
 Related Procedures: N/A
 Related Laws: Michigan Community College Act
 HLC Criterion: 2A, 2B, 2C

Policy Statement

The Board Chair is the Chief Officer of the Board. The Board Chair shall:

- Be a duly elected member of the Board.
- Ensure the integrity of Board processes.
- Lead the Board in the development, implementation, assessment, and improvement of Board goals related to governance process and Ends policies.
- Set a positive servant leadership tone for all Trustees to follow.
- Speak on behalf of the Board as its primary public spokesperson regarding Board decisions and in any special circumstances that are specifically authorized by the Board as a whole.
- Represent the Board, or ensure Board representation, at official events.
- Ensure Board and individual Trustee actions are consistent with applicable law, Board bylaws, and Board policy.
- Confer with the CEO in the development of Board agenda to ensure timely and proper Board consideration of items requiring its attention.
- Preside over all meetings of the Board.
 - Ensure all meetings of the Board are conducted in an efficient and effective manner and in accordance with the bylaws and applicable law.
 - Stimulate substantive Trustee discussion on issues and decisions.
 - Ensure discussion and deliberation at the Board meetings focuses on issues and decisions, which, according to Board policy, belong to the Board, not the CEO.
 - Ensure all deliberation at Board meetings on issues and decisions is orderly, fair, open, and thorough.
 - Attempt to develop Trustee consensus on Board decisions.
- Call emergency and special meetings of the Board.
- Ensure Board and Trustee compliance with the provisions in the Governance Process and Board-Staff Relationship policies.
- Not make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the CEO.
- Communicate the Board's decisions to the CEO. Since the CEO is responsible to the entire Board, the Board Chair has no authority to unilaterally supervise or direct the CEO.
- Ensure that the other Board members are informed of current and pending Board issues and processes.
- Recommend to the Board members of committees established by the Board.
- Be responsible for Board and Trustee conduct and discipline as it relates to Board policy.

- Support and meet with the CEO on a regular basis to enhance communication, clarify Board direction as it relates to policy, and strengthen the Board-CEO relationship.
- Ensure the Trustees are informed of Board issues and processes.
- Ensure that all newly elected Trustees engage in Trustee orientation activities.
- Ensure the Board participates in Board development activities.
- Ensure the Board participates annually in self-evaluation activities.
- Ensure the Board regularly evaluates the CEO.
- Sign documents on behalf of the College as may be required.
- Perform other duties as may be prescribed by law or authorized and directed by the Board.

Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
12/15/87	Reviewed	
2/25/88	Revised	
4/17/18	Revised; referenced in former Policy 1.3.1	Board



**OAKLAND
COMMUNITY
COLLEGE**

Board Policy

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 Policy Title: Board Chair's Role
 Policy Number: 1.7
 Office Responsible: Board, Board Chair and CEO
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- Ensure Board and Individual Trustee actions are consistent with applicable law, Board bylaws, and Board policy.
- Confer with the CEO in the development of Board agenda to ensure timely and proper Board consideration of Items requiring its attention.
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- **Recommend to the Board** members of committees established by the Board.
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Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
12/15/87	Reviewed	
2/25/88	Revised	
4/17/18	Revised; referenced in former Policy 1.3.1	Board



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Board Policy

Policy Type: Governance
 Policy Title: Board Committees
 Policy Number: 1.11
 Office Responsible: Board Chair
 Related Policies: 1.2, 1.3, and 1.5
 Related Procedures: 1.1
 Related Laws: Michigan Community College Act; Open Meetings Act
 HLC Criterion: 2A, 2B, 2C

Policy Statement

As noted in Policy 1.2, the Board shall govern as a whole. However, the Board may create standing or ad-hoc committees to assist with its work. A standing committee may be established when the Board determines that ongoing tasks are needed to inform decision-making as it relates to its oversight and policy governance duties. An ad-hoc committee may be established when the Board determines that special purpose tasks of limited duration are needed to inform decision-making as it relates to its oversight and policy governance duties.

For all committees, the following principles shall be observed:

1. Committees shall be used sparingly and shall not interfere with authority that the Board has delegated to the CEO.
2. The Board shall define the committee charter; at a minimum, defining its purpose, responsibilities, composition, and terms.
3. Committees shall conduct their work in a manner that is consistent with the Michigan Open Meetings Act.
4. No more than three Trustees can serve on a committee at any time.
5. The CEO shall serve in an ex-officio role on all committees, except in situations specifically limited by the Board.
6. In the event that the Board determines it needs professional skills from College employees to inform its work, the CEO shall assign the appropriate employee(s) to assist the committee with its work.
7. The Board shall not create committees for advising the CEO or College employees.
8. College employees shall not serve on Board Committees.
9. When appropriate to the committee's task, its members may include persons from the community.
10. Generally, committees shall conduct studies, present their research, make recommendations via oral or written reports, and provide policy alternatives for Board consideration.
11. Committees act in an advisory capacity only and shall not make decisions on behalf of the Board, except when formally given such authority for specific, time-limited purposes.
12. Committees shall not exercise control or authority over the College's employees.
13. Committees shall not exercise control or authority over the CEO except when formally given such authority from the Board as noted in number 11 above.
14. Committee requests for information shall follow Administrative Procedure 1.1, Board Information Request.

For a standing committee, the following shall be observed:

1. The Board shall appoint committee members.
2. Individual Trustee participation shall generally be on a two-year rotational basis, unless they have a professional skill set that Board deems appropriate for a continuous term appointment.

For an ad-hoc committee, the following shall be observed:

1. The Board Chair shall appoint the members and assign the role of committee chair.
2. Ad-hoc committees shall be dissolved after completion of their work.

Change Log

Date of Change	Description of Change	Responsible Party
6/5/80	Initial Approval	
12/15/87	Reviewed	
2/25/88	Revised	
4/17/18	Revised; referenced in former Policy 1.3.1	Board



**OAKLAND
COMMUNITY
COLLEGE**

Board Policy

Policy Type: Governance
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6/5/80	Initial Approval	
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**OAKLAND
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Board Policy

Policy Type: Governance
 Policy Title: Board Planning Cycle
 Policy Number: 1.12
 Officer Responsible: Board and Board Chair
 Related Policies: 1.4, 1.7 and 4.3
 Related Procedures: N/A
 Related Laws: Michigan Community College Act
 HLC Criterion: 2A, 2B, and 2C

Policy Statement

To accomplish its policy governance and oversight responsibilities, the Board shall develop an annual schedule of meetings (Board Calendar) as part of its planning cycle. Each member of the Board shall have an opportunity to identify policy issues for consideration throughout the year on each Board agenda. The Board shall use a governance style consistent with Board policies by:

1. Reviewing Ends policies annually;
2. Holding at least one Board retreat which includes the CEO each fiscal year;
3. Conducting a progress review of strategic initiatives, including the College's five-year planning model;
4. Developing meeting agendas consistent with the Board governance policy and bylaws; and
5. Continuously improving Board and Trustee performance by participation in appropriate professional development activities.

The Board Calendar shall be developed in accordance with the following guidelines:

1. The Board Chair, after consultation with the CEO and obtaining input from Trustees, shall create a draft of the Board Calendar for Board consideration by December of each year.
2. Continuing Education of the Board and Trustees is paramount in structuring meetings and other Board activities.
3. The Board's January organizational meeting shall be included.
4. The CEO's annual performance assessment shall be held no later than November 30.
5. The Board's annual self-assessment shall be held no later than December 31.
6. The presentation of College Monitoring Reports, as noted in the College Monitoring Policy 4.3, shall be included in the Board Calendar.
7. The routine review of Board policies, based on the five-year review cycle noted in the Policy and Creation and Review Policy 1.4 shall be included in the Board Calendar.
8. The College budget shall be approved by the Board no later than June. During the course of the fiscal year, revised budgets may be submitted to the Board for approval as necessary.
9. In years where HLC Accreditation visits are anticipated, a retreat for the purpose of preparing

the Board for the visit shall take place approximately two weeks prior to the scheduled visit and shall be included in the Board Calendar.

10. Board policies and policy revisions shall not be adopted until they have been considered at a minimum of two meetings (for first reading and second reading consideration), unless board action waives this requirement and immediate effect is authorized.

The Board Calendar to be approved annually by the Board shall include, at a minimum, the following:

- Organizational meeting held at the first meeting of the Board in January following the date of the regular College District election. (See Board Bylaw Article IV, Section 4(f) (MI Community College Act, 389.111)
- ACCT Legislative Summit
- Quarterly Fiscal and Asset Stewardship Reports
- Strategic Plan Reports
- Monitoring Reports
- MCCA Board of Directors Meeting
- Budget preview: preparation of tax estimates and appropriations deemed necessary for the ensuing fiscal year's revenue and expenditure proposals
- AGB National Conference on Trusteeship
- AACC National Convention
- Budget Hearing & Approval
- At least one Board Retreat including CEO
- MCCA Summer Workshop
- Annual Board self-assessment
- Annual Summary Monitoring Report
- Board Planning Retreat (as needed)
- Policy and bylaw review
- Board meetings and events
- Strategic Value Resolution
- Annual assessment of CEO performance
- Fiscal Year-End Financial Audit Report
- ACCT Leadership Congress
- MCCA Board of Directors
- Annual Safety Report
- Establishment of Tuition and Fees for subsequent fiscal year
- Installation of new Trustees (if necessary)
- New Trustee Orientation (if necessary)

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees
10/16/18	<p>Replaced the existing paragraph 4 with the following: "The Board and CEO may hold a mid-year monitoring effectiveness session each calendar year, if necessary."</p> <p>Added a new paragraph 5 that states: "The CEO's annual performance assessment shall be held no later than November 30."</p> <p>Replaced the existing paragraph 5 with the following: "The Board's annual self-assessment shall be held no later than December 31." Renumbered the existing paragraph 5 to paragraph 6.</p> <p>Renumbered the remaining paragraphs accordingly.</p> <p>Deleted from the example Board Calendar the following March event: "Board and CEO Monitoring Effectiveness Mid-Year Retreat (could be in February)."</p> <p>Deleted from the example Board Calendar the following August event: "Board and CEO Monitoring Effectiveness Annual Retreat."</p> <p>Added to the example Board Calendar, the following November event: "Annual assessment of CEO performance."</p> <p>Added to the example Board Calendar, the following December event: "Annual Board self-assessment."</p>	Board of Trustees

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OAKLAND
COMMUNITY
COLLEGE

Board Policy

Policy Type: Governance
Policy Title: Board Planning Cycle
Policy Number: 1.12
Officer Responsible: Board and Board Chair
Related Policies: 1.4, 1.7 and 4.3
Related Procedures: N/A
Related Laws: Michigan Community College Act
HLC Criterion: 2A, 2B, and 2C

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- Establishment of Tuition and Fees for subsequent fiscal year
- Installation of new Trustees (if necessary)
- New Trustee Orientation (if necessary)

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Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees
10/16/18	<p>Replaced the existing paragraph 4 with the following: "The Board and CEO may hold a mid-year monitoring effectiveness session each calendar year, if necessary."</p> <p>Added a new paragraph 5 that states: "The CEO's annual performance assessment shall be held no later than November 30."</p> <p>Replaced the existing paragraph 5 with the following: "The Board's annual self-assessment shall be held no later than December 31." Renumbered the existing paragraph 5 to paragraph 6.</p> <p>Renumbered the remaining paragraphs accordingly.</p> <p>Deleted from the example Board Calendar the following March event: "Board and CEO Monitoring Effectiveness Mid-Year Retreat (could be in February)."</p> <p>Deleted from the example Board Calendar the following August event: "Board and CEO Monitoring Effectiveness Annual Retreat."</p> <p>Added to the example Board Calendar, the following November event: "Annual assessment of CEO performance."</p> <p>Added to the example Board Calendar, the following December event: "Annual Board self-assessment."</p>	Board of Trustees

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As a framework for the development of the Board Calendar, the following non-exhaustive list of events provides an example for planning purposes

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Confirm Monitoring Report presentation schedule
Confirm schedule for Board retreats
Ends Report

February:

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March:

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April:

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Conflict of Interest Statements due per Policy 1.13
Ends Report

May:
Quarterly Reports
Ends Report

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June:
Ends Report

July:
Meet as needed

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calendar for the year (or January) See Board Bylaw Article 4 Sec. 4. a.

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September:
Quarterly Reports
Ends Report

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October:

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Ends Report

November:
Quarterly Report
Ends Report

Page 2: [16] Formatted **Catanzaro, Paula M** **3/16/2020 12:01:00 PM**

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Page 2: [17] Formatted **Catanzaro, Paula M** **3/16/2020 12:01:00 PM**

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Establish Tuition and Fees for subsequent fiscal year
Annual assessment of CEO performance

December:

Set policy and bylaw review schedule for the year

Adopt a Board meeting calendar for subsequent fiscal year

Ends Report

Installation of new Trustees (if necessary)

New Trustee Orientation (if necessary)

Annual Board self-assessment

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**OAKLAND
COMMUNITY
COLLEGE**

Board Policy

Policy Type: Board Management Relationship
Policy Title: CEO Accountability
Policy Number: 2.2
Office Responsible: Board and CEO
Related Policies: All
Related Procedures: N/A
Related Laws: Michigan Community College Act
HLC Criterion: 2A, 2B, 2C

Policy Statement

The Chancellor is the Chief Executive Officer (CEO) of the College. The CEO is the Board's primary employee and their official link to the administration and operation of the College. The Board shall instruct the CEO through written Ends and Executive Limitation policies.

The Board recognizes and supports the primary role of the CEO to lead the College, internally and externally, and create the rules and processes (i.e. Means) to accomplish the Board's Ends in an efficient and effective manner. The Board shall delegate full authority to the CEO to determine, implement, and execute the Means to achieve the Ends. Although the CEO may delegate Means authority to specific College employees, the CEO remains accountable to the Board for Means activities and outcomes.

The Board as a collective body will assess CEO performance annually. The CEO's performance will be considered synonymous with the performance of the College; therefore, the annual evaluation will assess how effective the College, and thus the CEO, has been in achieving the Board's Ends Policies.

The CEO is accountable to the Board for:

1. Accomplishing the Board's Ends policies.
2. Implementing the College's Strategic Plan successfully.
3. Operating the College within the prudent and ethical boundaries established by the Board's Executive Limitation policies.
4. Completing the responsibilities set forth in the duties below.

Within the areas of CEO accountability to the Board, the CEO exercises broad authority in executing the following duties: (Note: This list is not exhaustive)

Leadership

1. Advising the Board on policy development and review.
2. Preparing and submitting plans to the Board.
3. Preparing and submitting budget recommendations to the Board and then implementing the College budget as approved and amended.
4. Developing and approving Administrative Policies, Rules, and Guidelines needed for effective College operation in the achievement of the Board's Ends policies (Note: Upon request, Administrative Policies, Rules, and Guidelines may be shared with the Board as points of information).
5. Engaging in legislative activities that influence the work of the College.

6. Communicating with the Board by providing timely and accurate information that relates to the Board's oversight role and College needs.
7. Developing and sustaining a high-performing Cabinet.
8. Preparing agenda materials in consultation with the Board Chair for board meetings and maintaining a record of the proceedings.
9. Preparing, in conjunction with the Board Chair, a strategy and schedule for Board Engagement with the community that may include, but needs not be limited to: meeting with individuals and community groups, observing and meeting with other public boards, and hosting opportunities which afford the public the opportunity to learn about the College.
10. Making timely monitoring reports to the Board as it relates to the performance of academic programs, student support/success programs, community service programs and other operational areas of the College as requested by the Board.

Management

11. Ensuring alignment and integration of the Strategic Plan with college operations and the annual operating budget.
12. Assessing the effectiveness of College programs and services, based on student and community need.
13. Enhancing student success by implementing quality improvements to programs and services.
14. Promoting and sustaining a healthy institutional climate of mutual respect and high standards of performance for all employees which should lead to high levels of student success.
15. Modeling and sustaining effective Servant-Leadership and shared governance practices which enhance achievement of institutional goals.
16. Managing College operations.
17. Hiring all employees.
18. Managing the administrative structure of the College. The Board will be informed of major changes to the structure prior to implementing them.
19. Ensuring the College operates in compliance with applicable laws, rules, regulations, and Board policies.
20. Delegating administrative authority, as appropriate.
21. Developing succession planning to ensure continuity of College operations.

Accountability

22. Ensuring the College meets all Higher Learning Commission accreditation standards, eligibility requirements, and policies.
23. Promoting an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.
24. Establishing performance standards for college programs and services.

Community/Partnerships

25. Representing the College, in collaboration with the Board and other employees, to the community and developing appropriate partnerships which assist in the advancement of the College's mission and vision.

Fiscal

- 26. Ensuring sound fiscal practices.
- 27. Collaborating with the College Foundation and other community partners to enhance the financial resources of the College.
- 28. Ensuring the accuracy of all reports required by local, state, and federal agencies.

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees

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OAKLAND
COMMUNITY
COLLEGE

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Change Log

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4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of Initial policy	Board of Trustees



**OAKLAND
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Board Policy

Policy Type: Board Management Relationship
 Policy Title: Delegation to the CEO
 Policy Number: 2.3
 Office Responsible: Board and CEO
 Related Policies: 2.2 and Executive Limitations
 Related Procedures: N/A
 Related Laws: Michigan Community College Act
 HLC Criterion: 2C

Policy Statement

The CEO is the Board's primary employee and its official link to the administration and operation of the College. The Board will instruct the CEO through written Ends policies and will delegate to the CEO full authority to determine, implement and execute the Means to achieve the Ends, subject to executive limitations. Although the CEO may delegate Means authority to College's employees, the CEO remains accountable to the Board for Means activities and outcomes.

Thus, the Board:

1. Acts as a whole in directing the activities of the CEO through the creation and implementation of Ends policies.
2. Limits the latitude of the CEO in the execution of Means activities through establishment of Executive Limitations policies.
3. Authorizes the CEO to establish all further Administrative policies, all administrative rules, all guidelines, all procedures, make all decisions, take all actions, establish all practices, and develop all activities using the CEO's reasonable interpretation of the Board's Ends and Executive Limitations policies.
4. May change its Ends and Executive Limitations policies, thereby changing the scope of authority delegated to the CEO.
5. Respects and supports any CEO decision that conforms to Ends and Executive Limitation policies.
6. Recognizes that individual directives of Trustees, Board Officers, or Board Committees are not binding on the CEO.
7. May authorize by Board action, a Trustee, Board Officer, or Board Committee to direct the CEO in rare instances.
8. Consider a CEO request to waive a Board policy when it is in the best interest of the College. Waivers shall apply to the specific instance only.

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees

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OAKLAND
COMMUNITY
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Office Responsible: Board and CEO
Related Policies: 2.2 and Executive Limitations
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HLC Criterion: 2C

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4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees



OAKLAND
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Board Policy

Policy Type: Ends
 Policy Title: Monitoring College Effectiveness
 Policy Number: 4.3
 Office Responsible: Board and CEO
 Related Policies: 2.4
 Related Procedures: 4.3
 Related Laws: N/A
 HLC Criterion: 4 through 5, inclusive

Policy Statement

All Community Stakeholders benefit when the College makes satisfactory progress toward achieving the Board's Ends. Specifically, student lives are enriched through their participation in the College's programs and services and consequently the vitality of the community is strengthened.

The Board, through the Ends policy on College Purpose (4.1), identifies critical services that the College shall provide to the Community. In addition, the Board believes that accreditation and diversity are essential elements for supporting the achievement of those services. As such, the Board has identified a unique Ends policy for accreditation (4.4) and a unique Ends policy for diversity (4.5).

To ensure the College is making satisfactory progress in achieving all the Board's Ends, the Board shall engage in a series of monitoring activities. These activities include a comprehensive review of the CEO's performance as outlined in Policy 2.4, Monitoring CEO and Board Effectiveness. Additionally the Board will review a series of monitoring reports which evaluate the College's performance in broad operational areas. Monitoring reports provide the Board with a comprehensive and consistent evaluative framework to assess overall institutional effectiveness.

Specifically related to monitoring reports and consistent with the identified assessment framework, the Board will review and analyze:

1. Fiscal and Asset Stewardship reports on a quarterly basis
2. Strategic Plan Initiatives progress reports on a quarterly basis
3. Monitoring reports submitted by the CEO, on a semester basis, that track continuous process improvements with strategic key performance indicators
4. Dashboard measure on an on-going basis

The Board directs the CEO to develop detailed procedures and guidelines for each of the monitoring reports noted above and then to present the reports to the Board for review.

These monitoring activities, which are consistent with policy governance principles, will assist the Board with guiding the CEO on decisions related to the College's strategic direction, the prioritization of performance improvement initiatives, and the allocation of resources. Further, these monitoring activities will be the primary focus of the Board's work as it performs the oversight and fiduciary duties required by the Michigan Community College Act, Michigan common law, and as expected by the Higher Learning Commission.

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees

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OAKLAND
COMMUNITY
COLLEGE

Board Policy

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Policy Number: 4.3
Office Responsible: Board and CEO
Related Policies: 2.4
Related Procedures: 4.3
Related Laws: N/A
HLC Criterion: 4 through 5, inclusive

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Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of Initial policy	Board of Trustees

Administrative Procedure



OAKLAND
COMMUNITY
COLLEGE*

Procedure Title: Monitoring Reporting

Related Policy: 4.3

Procedure Number: 4.3

Related Procedure: N/A

Office Responsible: Board and CEO

Related Laws: N/A

As stated in Board Policy 4.3, Monitoring College Effectiveness, the Board shall review a series of monitoring reports which evaluate College performance in broad operational areas which are considered to be critical to the attainment of the Board's Ends as outlined in policies 4.1, 4.4 and 4.5. Monitoring reports provide the Board with a comprehensive and consistent evaluative framework to assess overall institutional effectiveness and allow for a more coherent approach to making decisions related to the College's strategic direction, the prioritization of performance improvement initiatives, and the allocation of resources.

Generally, the key performance areas reflect a student's progression through the college and represent critical aspects of college operations which support attainment of the Boards Ends. Frequently transcending multiple Ends, key performance areas include:

- Quality and Accreditation
- Recruitment
- College Readiness
- Enrollment
- Academic Progress
- Retention
- Support Services
- Goal Attainment
- Continuing Education
- Workforce Training
- Student and Staff Diversity
- Fiscal and Asset Stewardship

Guidelines

The following procedures and guidelines clarify Board expectations as it relates to the development of minimal content and format for specific monitoring reports. Each monitoring report shall provide a snapshot of College effectiveness in applicable areas and demonstrate the extent to which the College's activities are influencing the achievement of the Board's Ends. In its oversight role, monitoring reports will assist the Board with guiding the CEO on decisions related to the College's strategic direction, the prioritization of performance improvement initiatives and the allocation of resources. Finally, in order to foster greater communication, these monitoring reports will be available for public inspection on the College's website.

The following guidelines are provided to ensure monitoring reports contain sufficient information so that the Board can perform its oversight and fiduciary duties. As a means of continuous improvement, these guidelines may be modified by the CEO.

As noted in Policy 4.3, the Board will be provided with the following monitoring reports:

1. **Fiscal and Asset Stewardship Report:** The Board intends to review the Fiscal and Asset Stewardship report on a quarterly basis to determine the College's progress on planned expenditures and identify possible budget adjustments needed to facilitate the achievement of the Board's Ends. This monitoring report shall provide a quarterly fiscal review of the College's financial position and will include:
 - a. Budget status report for operating funds
 - b. Update on investments
 - c. Status report on major facility and information technology projects.

2. **Strategic Plan Report:** The Board intends to review the Strategic Plan report on a quarterly basis to determine the College's progress on planned objectives, targets, and initiatives noted in the College's Strategic Plan, with emphasis on how they are impacting the achievement of the Board's Ends.

3. **Monitoring Reports:** The Board intends to conduct a review of monitoring reports to determine the extent to which college activities are contributing to the attainment of Board Ends. At a minimum, each individual report should include a cover page, table of contents, an executive summary, an interpretation of relevant dashboard measures and indicators, a situational analysis exploring internal strengths and weaknesses, tracking indicators towards targets when appropriate, as well as a detailed description of initiatives designed to address deficiencies and enhance college performance.

4. **Dashboard:** The Board intends to regularly review dashboard measures to assess the College's performance in key performance areas that contribute to the attainment of Board Ends.

Board Report Schedule: Monitoring reports shall be presented to the Board on a College term basis with an annual summary report according to the Board Calendar.

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial procedure approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial procedure	Board of Trustees

Administrative Procedure



Procedure Title: Monitoring Reporting
Procedure Number: 4.3
Office Responsible: Board and CEO

Related Policy: 4.3
Related Procedure: N/A
Related Laws: N/A

As stated in Board Policy 4.3, Monitoring College Effectiveness, the Board shall review a series of monitoring reports which evaluate College performance in broad operational areas which are considered to be critical to the attainment of the Board's Ends as outlined in policies 4.1, 4.4 and 4.5. Monitoring reports provide the Board with a comprehensive and consistent evaluative framework to assess overall institutional effectiveness and allow for a more coherent approach to making decisions related to the College's strategic direction, the prioritization of performance improvement initiatives, and the allocation of resources.

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Board Report Schedule: Monitoring reports shall be presented to the Board on a College term basis with an annual summary report according to the Board Calendar.

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Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial procedure approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of Initial procedure	Board of Trustees



**OAKLAND
COMMUNITY
COLLEGE**

Board Policy

Policy Type: Ends
 Policy Title: Accreditation and Certification
 Policy Number: 4.4
 Office Responsible: CEO
 Related Policies: 4.3
 Related Procedures: 4.3
 Related Laws: N/A
 HLC Criterion: 4A

Policy Statement

The College is committed to continuously improving the quality of its programs and services as identified in the Board's purpose statement. The College is further committed to demonstrating that its programs and services meet assurance standards set forth by all affiliated professional organizations and the Higher Learning Commission (HLC), the College's regional accrediting body.

Students benefit from professionally-recognized and peer-reviewed education programs and services and from regional accreditation that allows them to access government financial aid and grants. Students benefit when their courses transfer to other regionally accredited institutions and when their 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. The College benefits from a systematic assessment framework that 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.

The community benefits by the assurance that tax dollars are spent wisely.

To achieve these benefits, the Board directs the CEO to ensure sufficient resources, planning, and accountability are in place for achievement and ongoing maintenance of required institutional and desired supplemental program accreditations and certifications. In addition, the Board directs the CEO to adhere to the accreditation guidelines set forth by the HLC under the Open Pathways accreditation model. In addition, the Board directs the CEO to periodically provide information regarding alternative accreditation models provided by the HLC so that the Board may review its accreditation options.

Key Monitoring Activities:

As noted in the Monitoring College Effectiveness Policy (4.3), accreditation and certification activities are essential elements that validate the quality and support the achievement of the College's purposes. The Board recognizes that the key performance areas associated with the assessment framework noted in the Monitoring College Effectiveness Policy (4.3) are generally integrated into the assessment activities employed by external accrediting or certifying organizations. As such, the Board will monitor the College's progress on the Accreditation and Certification End by using additional reporting methods.

Specifically, the Board directs the CEO to submit activity and progress related to institutional and professional program accreditations and certifications within monitoring reports. The report shall include the strengths and opportunities for improvement identified by the accrediting organization; performance improvement initiatives to address opportunities for improvement, continuation or expansion of strengths; and recent progress in achieving planned improvements.

The report shall also inform the Board of the College’s relative standing with accrediting bodies and its status in the accreditation renewal cycle. Further, the report will identify changes to accreditation expectations or standards and detail how those changes might affect College operations.

Key measures to be addressed in the report include accreditation status, special filings and program plans and goals. Potential indicators might include initiatives in the College’s strategic plan that are aligned with accreditation criteria, the number of eligible programs receiving external program recognition, and the number of eligible courses receiving external program recognition.

Change Log

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4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees



Board Policy

Policy Type: Ends
Policy Title: Accreditation and Certification
Policy Number: 4.4
Office Responsible: CEO
Related Policies: 4.3
Related Procedures: 4.3
Related Laws: N/A
HLC Criterion: 4A

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DRAFT March 9, 2020

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Specifically, the Board directs the CEO to submit activity and progress related to institutional and professional program accreditations and certifications within monitoring reports. The report shall include the strengths and opportunities for improvement identified by the accrediting organization; performance improvement initiatives to address opportunities for improvement, continuation or expansion of strengths; and recent progress in achieving planned improvements.

The report shall also inform the Board of the College's relative standing with accrediting bodies and its status in the accreditation renewal cycle. Further, the report will identify changes to accreditation expectations or standards and detail how those changes might affect college operations.

Key measures to be addressed in the report include accreditation status, special filings and program plans and goals. Potential indicators might include initiatives in the College's strategic plan that are aligned with accreditation criteria, the number of eligible programs receiving external program recognition, and the number of eligible courses receiving external program recognition.

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Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees

Article IV. Meetings

Section 4. Bylaws Unique to Regular and Special Meetings. The following bylaws apply only to Regular and Special Meetings in addition to those listed in Article IV, Section 2:

- a. **Calendar** – A schedule of regular meetings shall be adopted by the Board and posted publicly after adoption.
- b. **Meeting Notice Timing** – A meeting notice shall be posted at least eighteen (18) hours prior to the start of each scheduled meeting.
- c. **Meeting Notice Location** – All meeting notices shall be posted at least eighteen (18) hours prior to the start of the meeting at the District Office and on the College’s website.
- d. **Regular Meeting Changes** – Any intentional change to the regular meeting schedule shall be publicly posted (as described in the Notice section above) at least three (3) days after the meeting in which the change is made.
 - (1) **Agenda** – The Board Chair, in consultation with the CEO, shall prepare an agenda for each Board meeting. Trustees may make a request to the Board Chair that items related to Board policy be placed on the agenda. Meeting agendas shall be provided to Trustees electronically unless a Trustee requests paper copies or the materials are not compatible with electronic delivery. Generally, the agenda and supporting materials shall be provided to each Trustee at least one (1) week prior to the day of a regular meeting. The agenda may be modified by a majority vote of the Trustees in attendance at the regular meeting.
- e. **Organizational Meeting** – Following a regular community college election, the Board shall conduct an organizational meeting as part of the Board’s first scheduled meeting in January. Prior to conducting normal business, the Board shall elect Board officers, determine Board committee memberships, and determine liaisons and representatives to the Michigan Community College Association, the American Community College Trustees, Association of Community College Trustees, Association of Governing Boards, and any other organizations the Board believes appropriate.

The meeting shall be called to order by the Board Chair of the preceding Board, who shall serve as the presiding Board Chair until the election of a new Board Chair. If the preceding Board Chair is no longer a member of the Board, the Vice Chair shall serve as the presiding Board Chair until the election of a new Board Chair. If the preceding Board Chair and Vice Chair are no longer members of the Board, the Board Secretary shall serve as the presiding Board Chair until the election of a new Board Chair. If the preceding Board Chair, Vice Chair, and Secretary are no longer members of the Board, the CEO shall serve as the presiding Board Chair until the election of a new Board Chair.
- f. **Recess and Reconvene** – Any meeting of the Board may be recessed to a specific time and place. Only items on the agenda of the recessed meeting may be acted upon at the time the meeting is reconvened. If the meeting is recessed for more than thirty-six (36) hours, then advance notice of at least eighteen (18) hours must be posted prior to reconvening the meeting.
- g. **Video Recording of Regular Meetings** – All regular meetings of the Board shall be recorded (video and audio). The recording shall be posted in a prominent place on the College website.

Article IV. Meetings

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