



BOARD OF TRUSTEES

REGULAR MEETING AGENDA

The Regular Meeting of the Board of Trustees of Oakland Community College will be held on Monday, September 14, 2020, 7:00 p.m., via a Zoom format, and will include a closed session, pursuant to MCL 15.268(h), for the purpose of discussing a written opinion of the College's legal counsel, and a closed session, pursuant to MCL 15.268(a), to discuss the Chancellor's evaluation.

AGENDA

1. CALL TO ORDER

2. ATTENDANCE

3. APPROVAL OF AGENDA

MOVE INTO CLOSED SESSION, PURSUANT TO MCL 15.268(h), FOR THE PURPOSE OF DISCUSSING A WRITTEN OPINION OF THE COLLEGE'S LEGAL COUNSEL

4. APPROVAL OF MINUTES

CONSENT CALENDAR – BOARD MEETING MINUTES

Items 4.1 to 4.9 listed below on the Consent Calendar – Board Meeting Minutes are considered to be routine by the Board and will be enacted by one motion. There will be no separate discussion of these minutes 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.

4.1. February 18, 2020 Closed Session Minutes	A – ACTION
4.2. March 14, 2020 Closed Session Minutes	B – ACTION
4.3. June 16, 2020 Regular Board Meeting Minutes	C – ACTION
4.4. June 24, 2020 Special Board Meeting Minutes	D – ACTION
4.5. June 24, 2020 Closed Session Minutes	E – ACTION
4.6. August 3, 2020 Special Board Meeting Minutes	F – ACTION
4.7. August 3, 2020 Closed Session Minutes	G – ACTION
4.8. August 29, 2020 Special Board Meeting Minutes	H – ACTION
4.9. August 29, 2020 Closed Session Minutes	I – ACTION

END OF CONSENT CALENDAR – BOARD MEETING MINUTES

5. COMMUNICATIONS

- 5.1. Community Comments
- 5.2. Student Government Report – none
- 5.3. Academic Report
 - 5.3.1. Academic Senate Update
 - 5.3.2. Provost Update
- 5.4. Chancellor's Comments

6. MONITORING REPORT – None

7. ACTION ITEMS

- | | |
|---|------------|
| 7.1. State of Michigan Appropriation Local Strategic Value Resolution | J – ACTION |
| 7.2. SEMCOG Alternate Delegate | K – 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 | L - INFORMATION |
| 8.2. College Facilities Quarterly Report | M - INFORMATION |
| 8.3. Information Technology Quarterly Report | N - INFORMATION |
| 8.4. OCC Foundation Quarterly Report | O - INFORMATION |
| 8.5. Strategic Plan Update | P – INFORMATION |

END OF CONSENT CALENDAR – INFORMATION ITEMS

MOVE INTO CLOSED SESSION, PURSUANT TO MCL 15.268(a), FOR THE PURPOSE OF DISCUSSING THE CHANCELLOR’S EVALUATION

9. BOARD COMMENTS

10. ADJOURNMENT

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



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ACTION
Board Agenda Item 4.1
September 14, 2020

FEBRUARY 18, 2020 CLOSED SESSION MINUTES

Per the Open Meetings Act, while closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the Board may meet in closed session to consider approving the minutes. Therefore, these minutes will be shared during closed session.



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ACTION
Board Agenda Item 4.2
September 14, 2020

MARCH 14, 2020 CLOSED SESSION MINUTES

Per the Open Meetings Act, while closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the Board may meet in closed session to consider approving the minutes. Therefore, these minutes will be shared during closed session.



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**BOARD OF TRUSTEES
REGULAR MEETING MINUTES – VIA ZOOM**

June 16, 2020

**Oakland Community College
2480 Opdyke Road
Bloomfield Hills, Michigan**

1. CALL TO ORDER

Chair McCulloch called the Zoom meeting to order at 6:30 p.m.

2. ATTENDANCE

ROLL CALL VOTE:

Present:

John P. McCulloch, Chair
Pamala M. Davis, Vice Chair (mic muted until 7:05 p.m.)
Susan E. Anderson, Treasurer
Pamela S. Jackson, Secretary
Kathleen A. Bertolini, Trustee

Absent:

Shirley Bryant, Trustee
Christine M. O’Sullivan, Trustee

3. APPROVAL OF AGENDA

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

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None

Motion Carried

4. MINUTES

4.1 May 19, 2020 Regular Board Meeting Minutes

A – ACTION

Trustee Jackson MOVED to approve the May 19, 2020 Regular Board Meeting Minutes. Trustee Bertolini seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments – none

5.2. Student Government Comments – no report

5.3. Academic Report

5.3.1. Academic Senate Update

Academic Senate Chair John Mitchell provided the annual Senate 2019-2020 Activity Update Report. Some of the items discussed included:

- The Ad Hoc Professional Development Committee created plans and options for the faculty teaching and learning enhancement
- Senate engaged more fully with data via presentations and collaboration with Institutional Effectiveness
- Empowering Students in Need expanded its scope in serving our students and has now grown beyond the ad hoc committee stage. Senate is recommending it as a College priority in meeting the strategic objectives.
- Continued to work on removing barriers to student success as they looked at a variety of specific academic issues; i.e., the development of transfer syllabi to facilitate more seamless transferability of courses
- Via virtual meetings, Senate continued to conduct crucial curricular and academic business during the COVID-19 crisis
- Provided updates on the Senate Standing Committees
- Plans for 2020-2021:
 - Major emphasis on faculty professional development and distance learning
 - Increase Senate involvement with DATA relevant to academics and involvement with the Strategic Plan
 - Complete and ratify a revised Senate Constitution
 - Continue to enhance collaborative decision making, cascading communication, and trust

Trustee Jackson thanked the faculty and support staff for all their hard work during this time. Trustee Bertolini echoed Trustee Jackson's sentiments, and noted she has received a lot of positive comments from the community,

5.3.2. Provost Update

Provost Jennifer Berne advised the Board that significant progress has been made in designing the Fall schedule that honors our dual commitments to public health and public education. In prioritizing safety, students will be allowed to continue the trajectory of their studies, so that they are ready to go to work or to transfer as they had planned.

Across our offerings, OCC will be mostly remote this fall, offering the opportunity for students and faculty to continue teaching and learning without a physical presence on campus. Our high touch courses-health careers, culinary, public safety, the skilled trades and some art classes will combine face-to-face lab work with remote content delivery. Those faculty and students will be on campus to the extent they must in order to fulfill course outcomes. We are preparing these spaces for safety and will require students and faculty to comply with CDC guidelines. At this time, those include the requirements to maintain social distance, wear masks, wash hands, and remain home when feeling ill.

As our facilities, maintenance, and safety professionals ready the campus for a soft opening, the faculty are spending time this summer engaging with new tools for teaching and learning. Full-time and adjunct faculty are participating in a remote ready course that began yesterday. This self-paced professional learning experience is designed to provide faculty guidance and tools as they continue to work with the means of remote instruction.

Faculty experienced in online education are already busy increasing the amount of online offerings we will provide students in the Fall. We expect these offerings may double what we offered last Fall given the current context. Faculty who teach in high-enrollment courses are designing supportive templates to be used by adjunct and full-time colleagues to guide their remote instruction. This collaborative effort will result in a large number of high-quality online guides that can put some structure behind our online strategy moving forward.

Dr. Berne continued that we will never go back to the either/or conversations around online and in-person education. Instead, we will use what we have learned from the requirement to teach behind screens to be very thoughtful about what actually might work a little better (this way) and what pieces are better suited to a more traditional modality. Our faculty are well suited to make decisions about how content is optimally delivered; and once the public health threat is lifted and the choice returned to them, they will make these decisions. Moving forward, we will be left with a stronger array of courses with many more options for students and the ability to traverse different modalities of teaching and learning to respond to any number of unknowns.

She reminded everyone of our shared responsibility to students for whom the adjustments required of our current circumstances creates additional stress. We know there are students who do not have reliable access to internet services, a quiet place to study, or the mental and physical stamina to continue their education at this life moment. It is our obligation to think creatively about how to lift these students up and place them at the center of our community.

On behalf of her faculty colleagues, Dr. Berne expressed that COVID has not been the only crisis affecting teaching and learning. Our Chancellor shared in comments earlier this month that OCC stands in solidarity with the Black Community, the Black lives matter movement, and those who are hurt and exhausted by the historic barriers of racism. As an institution of educators and researchers, we shoulder an extra responsibility in these efforts. We have committed to a set of general education outcomes that include effective communications, global understanding, personal development, critical thinking and social responsibility. These goals are foundational to our shared values and have always been upheld with integrity. However, they are also not stagnate, and changing social and political contexts require faculty to continuously reflect on their place in the curriculum and pedagogy of our courses and programs. To do so, we must reignite our commitment to tend to our own learning about unconscious bias, culturally relevant pedagogy and our responsibility in rejecting structures and practices that contribute to systemic racism.

Chair McCulloch inquired as to the faculty online training and how things are monitored if an individual is to train at their own pace. Dr. Berne replied that if faculty have questions or require assistance, there are discussion boards available, conversations may be had via Zoom meetings, or open hours are available.

5.4. Chancellor's Comments

Mr. Provenzano commented on the following:

- Ten retirees were recognized for their service at OCC:
 - Keith Zumbrunnen, Public Safety, 9 years
 - John Halstead, Facility Technician, 10 years
 - Daniel Jazowski, Paraprofessional, 12 years

- Bonnie Rider, Custodian, 15 years
- Donna Heath, Student Services Specialist, 16 years
- Jayasri Rangarajan, Web Application Specialist, 22 years
- Benny Stubenrauch, Facility Technician, 23 years
- Darryl Wood, Communications Specialist, 33 years
- John Sefcovic, Faculty, 35 years
- Dwight Evans, Facility Technician, 37 years
- One new employee was recognized:
 - Hannah Reed, Custodian, Orchard Ridge Campus
- Response to the Racial Injustice in the Death of George Floyd
 - Emails were sent to both our employees and students
 - A special listening session was held with OCC African American opinion leaders on June 2 to advise the Chancellor on creating more diversity and inclusion at the College
 - A press release from the Chancellor regarding College Community Concerning Recent Events was posted on our website and intranet
 - A moment of silence was held during the Board meeting
- Caring for our Students
 - When OCC moved to remote learning in the Spring, we worked very hard to support our students and keep them safe
 - A student's email was shared thanking OCC for offering the summer semester on line and allowing her to continue her education
 - A thank you was extended to our amazing faculty for continuing to provide outstanding instruction remotely and online for our students
- Media Shout Outs
 - On May 10, the Chancellor was quoted in the *Community College Daily* newsletter in an article discussing how schools were preparing students and the community for recovery from the pandemic
 - The Chancellor was interviewed for an article appearing in *Mlive* on May 23
- CARES Act
 - OCC was approved for \$3.7 million to assist students impacted by COVID19
 - Notifying Students
 - 30,000 emails were sent to Winter 2020 students
 - Nearly 6,000 students reached via social media
 - A special website was created
 - 5,400 students were eligible, with \$500 per student awarded on a first-come, first-served basis
 - As of June 9, 2020, nearly \$2 million was awarded to 3,968 students
- Virtual Commencement (approximately 2,000 graduates)
 - Takes place on August 8 at 10:00 a.m.
 - Will feature brief congratulatory remarks
 - Recognition of every graduate
 - Personal message and photos and videos from graduates
 - Grad Box sent to each graduate
- Faculty and Staff Excellence
 - Kelly Flores, coordinator for the American Sign Language program, co-authored a new textbook to be used this Fall in our ASL classes
 - CIS faculty member Ken Sigler co-authored an article "Cybersecurity Education and Practice: Never Stop Learning," published on June 5 in the *National Cyber Security News Today*
 - This past May, Julie Gunkelman was named president of the Michigan affiliate of the American Mathematical Association of Two-Year Colleges MichMATYC

- Nationally Honored Alums
 - Eden Konja, an information and academic technology director at Notre Dame Preparatory School and Marist Academy, was named one of *EdScoop*'s 2020 Next Gen: Emerging EdTech Leaders
 - Salway Georges was honored with the Pulitzer Price for Explanatory Journalism for his work with *The Washington Post* photo staff's "2°C: Beyond the Limit" series
- (Report on file)

5.5. Summer/Fall Marketing Update

Vice Chancellor for Marketing & Communications Liz Schnell cited the following:

Summer:

- There has been a 10-25 percent decrease in enrollment nationwide, with Michigan community colleges reporting declines in the double digits
- From last Summer, OCC's Summer semester showed a .27 percent decrease, but a 6 percent increase in credit hours
- Summary of Activities for Summer 2020 included:
 - Recruiting
 - Retention
 - Recovery
- Platform Messaging Targets for Ads included:
 - Facebook
 - Twitter
 - Instagram
 - Snapchat
 - YouTube
- Numerous platforms were used to reach current/future students during the Pre-Covid19 and the Pandemic, including:
 - Emails
 - Texts
- Sample Digital Banners and Ads were shared

Fall:

- Outlined 2020 Course Options
 - Online
 - Remote
 - Hybrid
 - In-Person
- Advertising Strategy
 - 6 percent increase in credit hours = engagement and conversion
 - Ads similar to summer messaging of disruption due to COVID
 - Continue to hit hard on safe, high-quality, mostly remote messages
 - Aligning with Chief Strategy Officer on strategy and measurement
 - Review what other colleges are doing
 - Digital allows for quick pivots
 - Considering Pandora and Spotify to reach niche audience and ethnic communities
 - Utilize same platform messaging as used for Summer semester
- Previewed Brand Platform

Trustee Jackson noted she rarely sees advertising with people represented in the ads over the age of 40. Ms. Schnell said she would look into that.

6. MONITORING REPORT

6.1 Winter 2020 Monitoring Report

B - INFORMATION

Chief Strategy Officer Dr. Steve Simpson stated in fulfilling our Mission that “OCC is committed to empowering our students to succeed and advancing our community,” the Winter 2020 mission meant:

- Adapting all instruction and services to a remote format to preserve health and educational continuity
- Outreaching thousands of students assessing their needs and quickly adapting to fill them
- Directly providing scholarships, technology, and an application process for CARES Act funding
- Remaining agile and dedicated to the rapidly evolving needs of students and the community

Other areas addressed by Dr. Simpson:

- Winter 2020 KPIs and Enrollment
- Enrollment
 - Strategies
 - Targets
 - 2019-2020 Actions
 - Winter Semester Conversion Rate
 - Winter Semester New Student Enrollment stats for the past five years
- Strategic Initiatives for 2020-2021
 - Targeted recruiting
 - Increase online courses and programs
 - Maximize current effective practice
 - Improve data systems and communication flows
- Course Success and Retention
- Completion
- Summary
 - Fall semester sets the foundation for many students and Winter is about progress and maintaining momentum
 - In terms of new students, Winter 2020 showed gains in admission conversion (up 11 percentage points over 4 years) and enrollment (closer to maintaining Fall semester levels)
 - Fall to Winter retention stable; equity of progress across student population to be analyzed and addressed
 - Building dynamic data structures to inform continuous improvement across diverse institutional needs
 - Driving toward improved completion for attainment of credentials, technical skills, and transfer goals

Chair McCulloch inquired as to establishing the 2021 head count enrollment forecast and providing the Board with information as to what the target is. Dr. Simpson responded that in addition to the data, he speaks with the various teams regarding the forecast and sets a goal that is data driven. He will provide the Board with an update as to the target goal. Since the CTE technical skills parameters have changed, Chair McCulloch requested a brief update as to what the new reference point is. Dr. Simpson will also provide the Board with an update on the reference point. Trustee Jackson pointed out the way the terms “target” and “forecast” are sometimes being used, and the term “target” should be changed when actually referring to a “forecast.”

Trustee Anderson MOVED to receive and file the report. Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Davis, Jackson, McCulloch

NAYS: None
(Report on file)

Motion Carried

7. ACTION ITEMS - none

8. INFORMATION ITEMS

8.1 Strategic Plan

C – INFORMATION

Dr. Simpson noted there were no changes to OCC's Mission, Values or Vision statements. Topics he touched on included:

- Process Summary 2019-2020:
 - Summer and Fall 2019 interdepartmental groups met in planning
 - Diverse stakeholder voices to include administration, faculty leadership, and staff
 - Fall 2019 agreed to revise language of VFO to Strategic Direction and Strategic Objective, Initiative changed to Action Plan
 - Fall 2019: A consensus process led to the editing of Directions and Objectives
 - Spring 2020: Interdepartmental committees met to refine, align, and include new voices
- Strategic Direction and Strategic Objective Revisions:
 - Optimize educational offerings and opportunities to meet the needs of the community
 - Improve Institutional Culture and Climate
- 2020-2021 Action Plans:
 - Removing barriers to College admissions and enrollment
 - Evolving civility and respect policy and practice
 - Creating a Student Lifecycle Data Center
 - Expanding the online portfolio
 - Improving college readiness and success
- Next Steps:
 - Summer 2020 – Action teams convene
 - August 2020 – Board of trustees receives an update on the 2020-2021 action team initiatives
 - February to March 2021 – Both 2022 planning and 2020-2021 metrics evaluation begin
 - April to May 2021 – Institutional Effectiveness prepares the Strategic Plan annual report
 - June 2021 – Sharing of annual report

Trustee Jackson referenced the 2020-2021 Action Plan, bullet point 1, and inquired if they have a list of the perceived barriers for the College's admission and enrollment. Dr. Simpson broke down the admission process and how they go through the process will tell where the stalling points are.

9. BOARD COMMENTS

Trustee Anderson asked Vice Chancellor for Student Services Lori Przymusinski if the Fall registration will list how the different types of classes will be taught; i.e., their method of delivery. Ms. Przymusinski acknowledged that will be the case; students will know when registering how the class will be taught.

Trustee Jackson complimented the OCC team for keeping everything together during this pandemic time.

10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 8:19 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.



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**BOARD OF TRUSTEES
SPECIAL MEETING MINUTES – VIA ZOOM
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304
June 24, 2020**

1. GENERAL FUNCTIONS

1.1. Call to Order and Welcome

Chair McCulloch called the special meeting to order at 5:00 p.m. for the purpose of going into closed session, pursuant to MCL 15.268, Sec. 8(c), to discuss labor negotiations and to return to open session to further discuss labor negotiations.

1.2. Attendance

ROLL CALL VOTE:

Present

John P. McCulloch, Chair
Pamela S. Jackson, Secretary
Susan E. Anderson, Treasurer
Kathleen A. Bertolini, Trustee

Absent

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

Chair McCulloch noted a correction needed to be made to the agenda under item 1.4.1., changing AFSCME Local 2042 “Maintenance” Bargaining Unit to “Classified” Bargaining Unit. With this change, the Chair asked for a motion to approve the revised meeting agenda. Trustee Anderson so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None

Motion Carried

1.3. Public Comments/Petitions – None

MOVE INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS PURSUANT TO MCL 15.268, SEC. 8(C)

Chair McCulloch asked for a motion to go into closed session for the purpose of discussing labor negotiations.

Trustee Bertolini so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None Motion Carried

The Board moved into closed session at 5:04 p.m.

The Board returned to open session at 5:29 p.m.

1.4. Move into Open Session to further discuss Labor Negotiations

1.4.1 OCC and AFSCME Local 2042 Classified Bargaining Unit Labor Agreement

Chair McCulloch asked for a motion for the Board of Trustees to approve an extension of the collective bargaining agreement with the American Federation of State, County and Municipal Employees Local 2042 Classified Staff covering the period of July 1, 2020 through June 30, 2021. Trustee Jackson so MOVED, and Trustee Bertolini seconded.

ROLL CALL VOTE:

AYES: Bertolini, Jackson, McCulloch

NAYS: Anderson Motion Failed

1.4.2 OCC and Police Officers Labor Council Unit Labor Agreement

Chair McCulloch asked for a motion for the Board of Trustees to approve the collective bargaining agreement with the Police Officers Labor Council covering the period of July 1, 2020 through June 30, 2021. Trustee Anderson so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None Motion Carried

1.4.3 OCC and Teamsters State, County & Municipal Workers Local 214
Administrative and Management Staff Unit Labor Agreement

Chair McCulloch asked for a motion for the Board of Trustees to approve the collective bargaining agreement with the Teamsters State, County & Municipal Workers Local 214 Administrative and Management Staff covering the period of July 1, 2020 to June 30, 2021. Trustee Bertolini so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Jackson, McCulloch

NAYS: None Motion Carried

2. **ADJOURNMENT**

There being no further business, Chair McCulloch adjourned the special meeting at 5:32 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.



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ACTION
Board Agenda Item 4.5
September 14, 2020

JUNE 24, 2020 CLOSED SESSION MINUTES

Per the Open Meetings Act, while closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the Board may meet in closed session to consider approving the minutes. Therefore, these minutes will be shared during closed session.



**BOARD OF TRUSTEES
SPECIAL MEETING MINUTES – VIA ZOOM
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304
August 3, 2020**

1. GENERAL FUNCTIONS

1.1. Call to Order and Welcome

Chair McCulloch called the special meeting to order at 5:30 p.m. for the purpose of receiving and discussing recommendations from the Board and CEO Evaluation Committee, and to go into closed session, per the request of Administration, pursuant to MCL 15.268, Sec. 8(c), to discuss negotiation strategy for collective bargaining agreements.

1.2. Attendance

ROLL CALL VOTE:

Present

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

Absent

Christine M. O’Sullivan, Trustee

1.3. Public Comments/Petitions – None

1.4. Proposed Revisions to CEO Evaluation Form, Board Calendar, and Related Policies and Bylaws

Trustee Anderson, Chair of the Board and CEO Evaluation Committee, reviewed a memo that was sent to OCC Board Chair McCulloch from the Board and CEO Evaluation Committee with proposed revisions to the CEO Evaluation Form, Board Calendar, Policies 1.12 and 2.4, and the Bylaws. Trustee Anderson and Vice Chancellor for Legal Affairs Eileen Husband addressed questions from the trustees regarding the proposed changes.

Chair McCulloch asked for a motion to approve the revised CEO Evaluation Form as recommended by the Board and CEO Evaluation Committee. Trustee Jackson so MOVED, and Trustee Bryant seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

Chair McCulloch asked for a motion to amend Policies 1.12 Board Planning Cycle, 2.4 Monitoring CEO and Board Effectiveness, and Board Bylaw Article IV Section 4.a. to reflect the recommendations of the Board and CEO Evaluation Committee. Trustee Bryant so MOVED, and Trustee Davis seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

MOVE INTO CLOSED SESSION, PER THE REQUEST OF ADMINISTRATION, PURSUANT TO MCL 15.268, SEC. 8(C), TO DISCUSS NEGOTIATION STRATEGY FOR COLLECTIVE BARGAINING AGREEMENTS.

Chair McCulloch asked for a motion to go into closed session, per the request of Administration, pursuant to MCL 15.268, Sec. 8(C), to discuss negotiation strategy for collective bargaining agreements.

Trustee Anderson so MOVED, and Trustee Davis seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

The Board moved into closed session at 5:54 p.m.

The Board returned to open session at 6:39 p.m.

2. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the special meeting at 6:39 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.



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ACTION
Board Agenda Item 4.7
September 14, 2020

AUGUST 3, 2020 CLOSED SESSION MINUTES

Per the Open Meetings Act, while closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the Board may meet in closed session to consider approving the minutes. Therefore, these minutes will be shared during closed session.



**BOARD OF TRUSTEES
SPECIAL MEETING/RETREAT MINUTES – VIA ZOOM
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304
August 29, 2020**

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

Chair McCulloch called the special meeting to order at 8:33 a.m. for the purpose of holding a retreat to review the Annual Monitoring Report, to receive an update on Institutional Advancement, to discuss the Board Meeting and Conference Schedule for 2020 to 2021, to discuss the Board’s Self-Evaluation, and to enter into closed session: to consult with the College’s legal counsel regarding trial and/or settlement strategy in the pending lawsuit Gutierrez v. Oakland Community College, et al, (Case No. 19-12732), pursuant to MCL 15.268, Sec. 8(e), as a discussion in an open meeting would have a detrimental financial effect on the litigation or settlement position of the College; to discuss a written opinion of the College’s legal counsel pursuant to MCL 15.268, Sec. 8(h); and to discuss, per the administration’s request, negotiation strategy for collective bargaining agreements pursuant to MCL 15.268, Sec. 8(c).

1.2 ATTENDANCE

ROLL CALL VOTE:

Present

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

Absent

Christine M. O’Sullivan, Trustee

1.3 PUBLIC COMMENTS/PETITIONS – None

1.4 RETREAT

1.4.a Annual Monitoring Report

The following individuals participated in the Annual Monitoring Report presentation: Chief Strategy Officer Steven Simpson; Provost Jennifer Berne; Associate Provost Joseph Petrosky; Vice Chancellor for Marketing & Communications Elizabeth Schnell; Vice Chancellor for Student Services Lori Przymusinski; and Chancellor Peter Provenzano.

Topics addressed included:

Introduction, Agenda, Monitoring Report (Simpson)

Online Education Environmental Study and Roadmap (Berne and Simpson)

CTE/Workforce Non-credit (Berne and Petrosky)

- o Some programs suggested by trustees for consideration included accounting/bookkeeping, construction/HVAC, aviation, and programs for incarcerated individuals

Enrollment, Recruiting, Retention and Marketing (Przymusinski and Schnell)

Conclusion and Final Monitoring Reports/Strategy Questions (Simpson)

Conclusions (Simpson, Provenzano)

Trustee Anderson MOVED to receive and file the Annual Monitoring Report. Trustee Jackson seconded.

Chair McCulloch extended kudos to everyone for a job well done.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None
(Report on file)

Motion Carried

1.4.b Institutional Advancement Update

Vice Chancellor for Advancement Daniel Jenuwine provided an update on strategy and institutional considerations for 2020-2021, as well as government and community relations goals.

The Trustees indicated they would like more involvement in these areas, as well as to be kept up to date on these issues that affect OCC. Specifically, Trustee Bryant would like to know more about the duties that will be assigned to Doug Smith's replacement, and what they can do to assist that individual. Chair McCulloch noted we need to improve what the communications strategy is as it relates to the Board regarding community relations and government relations. Trustee Jackson mentioned we do have a lot of connections with MCCA and SEMCOG, but there are other areas that can be addressed. She indicated she could forward the Board MCCA and SEMCOG updates. Trustee Bryant mentioned some organizations the Board could get involved with include the Women's Official Network and Oakland County Senior Citizen Council. Trustee Bertolini suggested the Oakland 80 Initiative. Chair McCulloch said it would be helpful to receive legislative updates from Mr. Jenuwine on what OCC is pursuing and what our position is.

Chancellor Provenzano stated he and Mr. Jenuwine would discuss this request and get back to the Trustees with suggestions and a plan, part of which would include email updates on these areas to the Board on a consistent basis.

1.4.c Board Meeting and Conference Schedule for 2020 to 2021

Chair McCulloch asked for a motion to approve the September 2020 to December 2021 Board of Trustees Regular Meeting and Conference Schedule dated August 29, 2020. Trustee Jackson so MOVED, and Trustee Bryant seconded.

Trustee Bryant asked if the January 19, 2021 meeting could be moved to January 12, 2021. Chair McCulloch asked if the September, October, and November 2020 meetings could be moved from the third Tuesday of the month to the third Monday of the month, as he will be teaching Tuesday evenings this semester.

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

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

The Board voted on approving the September 2020 to December 2021 Board of Trustees Regular Meeting and Conference Schedule with the January 19, 2021 meeting date being changed to January 12, 2021 and changing the September, October, and November 2020 meeting dates to the third Monday of the month.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

1.4.d Board Self-Evaluation

Vice Chancellor for Legal Services Eileen Husband addressed the Board regarding the Board Self-Evaluation compilation, which they received electronically today during the meeting.

Chair McCulloch encouraged the Board to review the results at their convenience. If further discussion is warranted, Trustees should let him know and he will add it to an upcoming meeting agenda.

He then asked for a motion to receive and file the report. Trustee Bryant so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

Chair McCulloch asked for a motion to go into closed session to consult with the College's legal counsel regarding trial and/or settlement strategy in the pending lawsuit Gutierrez v. Oakland Community College, et al, (Case No. 19-12732), pursuant to MCL 15.268, Sec. 8(e), as a discussion in an open meeting would have a detrimental financial effect on the litigation or settlement position of the College; also to discuss a written opinion of the College's legal counsel pursuant to MCL 15.268, Sec. 8(h); and to discuss, per the administration's request, negotiation strategy for collective bargaining agreements pursuant to MCL 15.268, Sec. 8(c). Trustee Davis so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

The Board adjourned into closed session at 11:40 a.m.

The Board returned to open session at 12:38 p.m.

1.4.e Oakland Community College and Oakland Community College Faculty Association

Chair McCulloch noted the Board had received an update on this matter during the closed session. He asked for a motion for the Board of Trustees to approve an extension of the collective bargaining agreement with the Oakland Community College Faculty Association covering the period of August 26, 2020 through August 31, 2021. Trustee Jackson so MOVED, and Trustee Davis seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

1.4.f Pending Lawsuit of Gutierrez v. Oakland Community College, et al, (Case No. 19-12732)

Chair McCulloch noted the Board received an update on this matter during closed session and a proposed settlement offer has been submitted for Board approval regarding the pending litigation. Chair McCulloch asked for a motion for the Board of Trustees to authorize counsel to agree to the proposed settlement offer in the pending lawsuit Gutierrez v. Oakland Community College, et al, Case No. 19-12732, within the certain parameters discussed during the closed session as part of the College's trial and/or settlement strategy. Trustee Anderson so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None Motion Carried

2. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the special meeting/retreat at 12:42 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.



OAKLAND COMMUNITY COLLEGE®
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ACTION
Board Agenda Item 4.9
September 14, 2020

AUGUST 29, 2020 CLOSED SESSION MINUTES

Per the Open Meetings Act, while closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the Board may meet in closed session to consider approving the minutes. Therefore, these minutes will be shared during closed session.



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ACTION

Board Agenda Item 7.1
September 14, 2020

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

PROBLEM/NEEDS STATEMENT

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

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

MOTION

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

OAKLAND COMMUNITY COLLEGE

At a regular meeting of the Board of Trustees of Oakland Community College, State of Michigan, held on the 14th day of September 2020 at 7:00 p.m. Eastern Daylight Savings time, via Zoom meeting format, there were:

PRESENT: _____

ABSENT: _____

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

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

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

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

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

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

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

For Category A, Economic and Business or Industry Partnerships:

Economic and Business or Industry Partnerships	Examples of Oakland Community College Adherence
(i) The College has active partnerships with local employers including hospitals and health care providers.	The College partners with local health systems and hospitals, including as examples Ascension Providence, Beaumont, the DMC, and St. Joseph Hospital, in such programs as Health Administration, Nursing and Surgical Technology. Additional partnerships with employers centered on training in the skilled trades include FCA, HURCO and Siemens, among others.
(ii) The College provides customized on-site training for area companies, employees, or both.	<p>The College has 22 current Michigan New Jobs Training (MNJT) Program contracts with area companies totaling nearly \$5 million.</p> <p>In addition, OCC also offers a variety of contract training to business and industry, for example Leadership Series, Project Management (PMP) Certification, LEAN, Microsoft Office, Apprenticeship Programs, Robotics, Programmable Logic Controls (PLC), First Aid, CPR and Teambuilding Courses.</p> <p>Further, under the auspices of a grant with Oakland County Michigan Works!, OCC provides professional development classes such as Diversity & Inclusion to Michigan Works Association and Oakland County staff.</p>
(iii) The College supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.	<p>The College provides lead faculty for the Goldman Sachs 10,000 Small Businesses initiative in partnership with Detroit-area economic developers.</p> <p>OCC hosts conference space for the Small Business Development Center, Southeast Michigan Region at the Royal Oak campus.</p>
(iv) The College supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.	The College operates a Michigan Technical Education Center (MTEC) at the Auburn Hills campus, specializing in the delivery of skilled training for Advanced Manufacturing and other areas. This MTEC provides skills training for companies and individuals in manufacturing, Information Technologies, and other areas with a focus on current and future skills in-demand by employers.

<p>(v) The College has active partnerships with local or regional workforce and economic development agencies.</p>	<p>The College is an active partner in workforce development agencies such as the Workforce Intelligence Network for Southeast Michigan (WIN), Michigan New Jobs Training (MNJT) Program and Oakland County Michigan Works!. OCC is a member of the Talent Development Coalition, which received a Marshall Plan for Talent grant for workforce development in Pontiac. OCC is the fiduciary for a public-private partnership including WIN which received a \$4 million Closing the Skills Gap grant from the Department of Labor to expand apprenticeships.</p> <p>Economic development partnerships include organizations and agencies such as Automation Alley, Medical Main Street, MMTC, Oakland Chamber Network (OCN), Oakland County Economic Development & Community Affairs, the OU-Pontiac Initiative, Pontiac Collective Impact Leadership Group and Southeast Michigan Council of Governments (SEMCOG).</p> <p>OCC holds a seat on the boards of Automation Alley and WIN.</p>
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For Category B, Educational Partnerships:

Educational Partnerships	Examples of Oakland Community College Adherence
<p>(i) The College has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.</p>	<p>Following the expiration of all secondary articulation agreements in 2019, the College convened two Articulation Adjustment and Action workshops allowing for curriculum alignment between multiple school districts and OCC faculty. As a result, the College has 18 active school district agreements covering 50 OCC courses for a total of 21 career cluster pathways. These agreements continue through August 2022.</p> <p>OCC offers dual enrollment for high school students, and continues three early middle college programs:</p> <ul style="list-style-type: none"> • Oakland Early College, a school of choice program through the West Bloomfield School District (est. 2008); • Oakland Accelerated College Experience (ACE, est. 2013), an early college program through Oakland Schools for students in participating Oakland County districts; and

	<ul style="list-style-type: none"> • Oakland Technical Early College (est. 2016) with Oakland Schools ISD. <p>During the 2019-2020 school year (Fall 2019, Winter 2020, Summer 2020), a total of 982 students from 42 public school districts and public school academies, and 230 students from private schools participated in OCC’s high school dual enrollment and early middle college opportunities.</p> <p>In support of these partnerships, OCC hosts annual professional development training for counselors from Oakland County middle and high schools in collaboration with Oakland Schools.</p>
<p>(ii) The College hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.</p>	<p>The College hosted the first annual Collision Repair Education Foundation (CREF) event in Fall 2019. This event targets local high school and college students interested in automotive collision repair and automotive technology to increase skilled labor in this field. Participants can secure scholarships for college study and jobs with local and national automotive-related employers. The event hosted over 450 students from 14 high schools and OCC, as well as 20 employers.</p> <p>OCC partners with the Michigan College Access Network (MCAN, www.micollegeaccess.org) to increase college readiness, participation and completion, particularly among low-income students, first-generation college-going students and students of color.</p> <p>OCC also participates in the Home School Connections Partnership (HSC, mihomeschoolconnections.com) with a liaison from the Counseling Department assisting the organization and parents with higher education options and resources as they educate their children at home.</p> <p>OCC sponsors MiCareerQuest, which provides a hands-on career exploration experience for high school students in key workforce sectors. In 2019, more than 9,000 high school students and chaperones from southeast Michigan got a hands-on look at 200 in-demand occupations in health care, advanced manufacturing, IT, and construction.</p>

<p>(iii) The College provides, supports or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p>	<p>The OCC Counseling Department partners with Oakland Literacy Council (OLC, www.oaklandliteracy.com) and students who place below ENG 1055 for referrals. OLC focuses on referrals from OCC to assist students who are not college ready and need assistance with building English language skills and providing literacy services, for example assessments, literacy instruction, ESL conversation, field trips and social events.</p> <p>OCC partners with all three regional Promise Zones – Detroit, Hazel Park, and Pontiac. The College provides office space for Promise Zone coaches, and OCC support services (e.g. Counseling and Academic Support Center) guide these students through the transition to college.</p> <p>Each year, the Man Up Program combines dual enrollment and intense personal interaction with OCC faculty and staff designed to improve the college readiness and success of Black young men. Approximately 40 students participated from the Birmingham, Hazel Park, Oak Park and Southfield public school districts.</p>
<p>(iv) The College provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation, GED testing, or recruiting, advising, or orientation activities specific to adults.</p>	<p>The College partners with Oakland County Continuing & Adult Education (OCCAЕ, www.oaklandadulthood.com) to assist new and reentering adult students who are not college ready. OCC refers these students to OCCAE to prepare them for post-secondary education and/or workforce training.</p> <p>OCC provides GED testing at its Testing Center, housed in MTEC on the Auburn Hills campus.</p> <p>Under the auspices of a grant from Oakland County Workforce Development Division, OCC provides PowerPath screening and resources for Michigan Works! program participants. PowerPath Steps to Success has been incorporated in a more modular style in recent PLC/Robotics program and the CNC Machining cohorts.</p>
<p>(v) The College has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p>	<p>The College has active partnerships with 4-year colleges and universities to promote successful transfer and degree attainment, such as articulation agreements, transfer guides, reverse transfer agreements, a concurrent enrollment agreement, MiTransfer Pathways participation and providing on-campus bachelor’s degree completion programs.</p>

	<p>OCC has contacted the 45 regionally accredited four-year private and public institutions in the state to discuss developing and/or enhancing transfer opportunities for OCC students. Currently, the College has articulation agreements with 17 institutions consisting of 266 active agreement program guides, nine reverse transfer agreements, one concurrent enrollment agreement with Walsh College, participation in 10 of the 11 MiTransfer Pathways, and a partnership with Ferris State University offering two bachelor’s degree completion programs at the Auburn Hills campus. Additionally, Walsh College has offered upper division undergraduate courses and Wayne State University has offered graduate courses at the Orchard Ridge campus. Lastly, the College participates in Michigan-Connect, a program for community college student who desire to transfer to the University of Michigan.</p>
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For Category C, Community Services:

Community Services	Examples of Oakland Community College Adherence
<p>(i) The College provides continuing and community education programming for leisure, wellness, personal enrichment, or professional development.</p>	<p>The College offers continuing and community education courses, such as computers, grant-writing, social media, photography, personal finance and financial literacy, and motorcycle safety. OCC shifted continuing education to virtual offerings, launching more than 70 courses in online and webinar formats. Many of these courses provide Continuing Education Credits (CEUs), such as required SCHECHs for teachers and other educators.</p> <p>OCC also offers workshops for pre-employment skills including resume writing, job search techniques and interview skills which are open to students, alumni and Oakland County residents. With the online job board, students, alumni and community members can seek jobs, receive notifications of local career fairs, request assistance with resumes, and view a variety of videos and listen to podcasts related to pre-employment skills.</p>
<p>(ii) The College operates or sponsors opportunities for community members to engage in activities that</p>	<p>The College hosts and/or sponsors many opportunities for community engagement, including Arts, Beats & Eats adjacent to the Royal Oak campus; Open Door’s Julie Run to End Hunger at the Highland Lakes campus, the OCC 5k</p>

<p>promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.</p>	<p>Run/Walk for Charity at the Orchard Ridge Campus, the Michigan Mud conference of the Michigan Ceramic Arts Association at the Auburn Hills campus, The Brookside Way Half Marathon, and other events.</p> <p>OCC’s Jazz and Concert Bands give community members the opportunity to join current students in these ensembles as they prepare and present concerts to the public throughout the year.</p>
<p>(iii) The College operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.</p>	<p>The College operates public facilities including libraries, computer labs, theaters, and art exhibits. Civic and community organizations utilize OCC’s two theaters for concerts, plays and other events, such as the Royal Oak State of the City address.</p> <p>OCC has hosted the Adult Learning Institute (ALI) at the Orchard Ridge Campus for more than thirty years. The ALI organizes weekly enrichment classes for its membership of active retirees.</p> <p>The OCC Culinary Studies Institute hosts buffet lunches and formal dinners during the fall and winter semesters, and operates a restaurant and bakery, all open to the public.</p> <p>The College hosts the largest installation of the Detroit Institute of Arts (DIA) Inside Out program, with reproductions of 15 masterpieces publicly displayed across five campuses. Also in partnership with the DIA, OCC co-presented a series of free, family-friendly music and dance performances at the Royal Oak campus, followed by a musical instrument “petting zoo.” The series drew nearly 1,400 children and their families.</p> <p>Additional examples of public use of OCC facilities include the Martin Luther King Jr. Convocation, area film festivals, book talks, dance performances, and speaker series. OCC athletic events are also open to the public.</p>
<p>(iv) The College operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts,</p>	<p>The College operates public facilities to promote leisure and wellness including gymnasiums, tennis courts and hiking/biking trails in natural areas.</p>

<p>fitness centers, hiking or biking trails, or natural areas.</p>	<p>OCC has partnered with the Oakland County Health Division to provide a drive-through COVID-19 testing site at the Orchard Ridge campus.</p>
<p>(v) The College promotes, sponsors, or hosts community service activities for students, staff or community members.</p>	<p>The College invites community agencies to its campuses each fall and winter for Volunteer & Resource Fairs, where they can introduce students to local resources and community service volunteer opportunities.</p> <p>OCC promotes its annual 5K Run/Walk for Charity, noted above, which benefits several local charities with donations collected in lieu of participant registration fees.</p> <p>Under the direction of Student LIFE, OCC students from various student organizations (e.g., Student Government, Phi Theta Kappa Honor Society, etc.) participate in a variety of community service events such as clothing/food drives, blood drives, voter registration drives and Constitution & Citizenship Day.</p> <p>As further community service activities during the pandemic, the OCC Culinary Studies Institute prepared and delivered meals to the Pontiac Baldwin Center’s “Feed the Need” program supporting homeless individuals, and employees organized a donation of personal protective equipment and loan of respirators to area hospitals.</p>

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

THE RESOLUTION WAS DECLARED ADOPTED.

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

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

CERTIFICATION

The undersigned, being the duly qualified and acting Secretary of the Board of Trustees of the Oakland Community College, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Oakland Community College Board of Trustees at its regular meeting held on the 14th day of September, 2020 at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the College. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

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



ACTION

Board Agenda Item 7.2
September 14, 2020

SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG) ALTERNATE DELEGATE

PROBLEM/NEEDS STATEMENT

With the retirement of Executive Director Douglas Smith, who served as Alternate Delegate to the Southeast Michigan Council of Governments (SEMCOG), the College needs to appoint another Alternate Delegate to SEMCOG.

MOTION

MOVE the Board of Trustees appoint Associate Provost Joseph Petrosky as an Alternate Delegate to SEMCOG, to begin the appointment immediately.



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INFORMATION

Board Agenda Item **8.1**
September 14, 2020

QUARTERLY FINANCE REPORT
For the Quarter Ended June 30, 2020



INTRODUCTION

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

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

COMMENTS

For the Quarter Ended June 30, 2020

This report includes year-to-date information as of the 4th quarter of the fiscal year and reflects financial activity from July 1, 2019 to June 30, 2020.

FINANCIAL HIGHLIGHTS

Revenues:

In the General Fund, the College recorded total revenues of \$172,753,483 (column 3) compared to \$165,369,378 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$2,055,702 (column 3) compared to \$2,635,373 (column 4) at the end of the same quarter last year. In Auxiliary Funds, the College recorded total revenues of \$3,944,559 (column 3) compared to \$5,457,397 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$89,630,341 (column 3) compared to \$86,092,187 (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 are higher than fiscal year 2019 due to rising property tax values. The increase is expected to slow, however, due to the economic impact of COVID-19. For fiscal year 2021, the College will closely monitor the impact of COVID-19 on property tax values and tax revenues.

State Appropriations: The state of Michigan announced an 11 percent reduction in state appropriations that impacted fiscal year 2020. These funds will be replaced with federal grant dollars from the Coronavirus Relief Fund (CRF) in fiscal year 2021, however, the College is currently assessing the use of these funds based on federal regulations and determining appropriate expenditures.

Tuition and Fees: The total amount is \$39,300,386 (column 3) compared to \$38,833,879 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2019 and winter 2020 were slightly better than the budgeted decline and registered credit hours are compared to fall and winter enrollment last fiscal year.

Auxiliary Activities: The total amount is \$3,930,956 (column 3) compared to \$5,398,547 (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. The impact of campus closures due to COVID-19 also impact summer sales revenues.

Expenditures:

The College recorded total expenditures in the General Fund of \$118,672,913 (column 3) compared to \$114,290,375 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$3,666,765 (column 3) compared to \$4,258,418 (column 4) as of the end of the same quarter last year. In the Auxiliary Funds, the College recorded total expenditures of \$4,388,214 (column 3) compared to \$5,606,176 (column 4) as of the end of the same quarter last year.

Employee Salaries and Wages: The amount is \$65,554,063 (column 3) compared to \$64,910,028 (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 and 2021, which means the savings from vacant budgeted positions is not projected to be as high as in past years.

Benefits: The amount is \$30,073,467 (column 3) compared to \$28,560,541 (column 4) as of the end of the same quarter last year in the General Fund. The increase in benefit cost is directly related to the increase in salaries and wages.

Other Operating Expenses: In the General 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 \$3,156,903 (column 3) compared to \$3,994,563 (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 continued to take cost-cutting measures to reduce expenditures across all funds and in all categories, offsetting any losses in tuition and fee revenue. The College will continue closely monitoring the impact of COVID-19 into fiscal year 2021 as it relates the revenue and will continue to take cost-cutting measures.



GENERAL FUND BUDGET STATUS REPORT
For the Quarter Ended June 30, 2020

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ 88,890,000	\$ 89,630,341	\$ 86,092,187	100.83%
State Appropriations	24,093,000	23,345,507	24,964,215	96.90%
Tuition & Fees	37,473,367	39,300,386	38,833,879	104.88%
Investment Income	4,900,000	8,785,420	5,879,691	179.29%
Miscellaneous Revenue	1,104,840	1,220,190	429,070	110.44%
Unrealized Gain/(Loss) on Investments	-	10,471,639	9,170,336	0.00%
TOTAL REVENUES	\$ 156,461,207	\$ 172,753,483	\$ 165,369,378	110.41%
EXPENDITURES:				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 71,240,210	\$ 65,554,063	\$ 64,910,028	92.02%
Fringe Benefits	33,435,520	30,073,467	28,560,541	89.94%
Contracted Temporary Personnel	2,843,844	2,048,880	2,086,428	72.05%
Utilities	4,237,512	3,341,613	3,523,918	78.86%
Other Operating Expenses	25,206,127	17,654,890	15,209,460	70.04%
TOTAL EXPENDITURES	\$ 136,963,213	\$ 118,672,913	\$ 114,290,375	86.65%
TRANSFERS:				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	0.00%
Transfer (to) from Designated	(2,719,078)	(1,938,364)	(1,629,206)	0.00%
Transfer (to) from Auxiliary Fund	-	1,621,228	-	0.00%
Transfer (to) from Endowment/Restricted	(600,000)	-	1,507	0.00%
Transfer (to) from Plant Fund	(15,000,000)	(40,000,000)	(40,000,000)	266.67%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	\$ (18,319,078)	\$ (40,317,136)	\$ (41,627,699)	220.08%



DESIGNATED FUND BUDGET STATUS REPORT
For the Quarter Ended June 30, 2020

(1)	(2)	(3)	(4)	(5)
	TOTAL REVENUES BUDGET	REVENUES YTD	PRIOR YTD REVENUES	YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	3,580,994	1,761,064	2,328,343	49.18%
Investment Income	-	-	-	0.00%
Miscellaneous Revenue	324,775	294,638	307,030	90.72%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
TOTAL REVENUES	\$ 3,905,769	\$ 2,055,702	\$ 2,635,373	52.63%
EXPENDITURES:				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 2,240,670	\$ 1,744,964	\$ 1,881,994	77.88%
Fringe Benefits	1,084,986	674,986	716,878	62.21%
Contracted Temporary Personnel	1,666,316	693,003	802,448	41.59%
Utilities	-	-	-	0.00%
Other Operating Expenses	1,632,875	553,812	857,098	33.92%
TOTAL EXPENDITURES	\$ 6,624,847	\$ 3,666,765	\$ 4,258,418	55.35%
TRANSFERS:				
Transfer (to) from General Fund	\$ 2,719,078	\$ 1,938,364	\$ 1,629,206	71.29%
Transfer (to) from Designated Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	-	-	-	0.00%
Transfer (to) from Plant Fund	-	-	-	0.00%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	\$ 2,719,078	\$ 1,938,364	\$ 1,629,206	71.29%



AUXILIARY FUND BUDGET STATUS REPORT
For the Quarter Ended June 30, 2020

(1)	(2)	(3)	(4)	(5)
	TOTAL REVENUES BUDGET	REVENUES YTD	PRIOR YTD REVENUES	YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	-	-	-	0.00%
Auxiliary Activities	5,602,825	3,930,956	5,398,547	70.16%
Investment Income	-	-	-	0.00%
Miscellaneous Revenue	4,400	13,603	58,850	309.15%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
TOTAL REVENUES	\$ 5,607,225	\$ 3,944,559	\$ 5,457,397	70.35%
EXPENDITURES:				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 904,475	\$ 810,733	\$ 1,057,688	89.64%
Fringe Benefits	448,014	401,981	522,169	89.73%
Contracted Temporary Personnel	53,500	18,597	31,756	34.76%
Utilities	-	-	-	0.00%
Other Operating Expenses	4,262,900	3,156,903	3,994,563	74.06%
TOTAL EXPENDITURES	\$ 5,668,889	\$ 4,388,214	\$ 5,606,176	77.41%
TRANSFERS:				
Transfer (to) from General Fund	\$ -	\$ (1,621,228)	\$ -	0.00%
Transfer (to) from Designated Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	-	-	-	0.00%
Transfer (to) from Plant Fund	-	-	-	0.00%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	\$ -	\$ (1,621,228)	\$ -	0.00%



OAKLAND COMMUNITY COLLEGE®
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INFORMATION

Board Agenda Item 8.2
September 14, 2020

COLLEGE FACILITIES QUARTERLY REPORT
For the Quarter Ending June 30, 2020

2020 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: June 30, 2020

Project ID	Project Name	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
AH17-001	Building A Study	\$283,949.85	\$0.00	\$283,949.85	1		\$283,949.85
AH17-005	HVAC Replacement, Mtec	\$1,494,190.99	\$0.00	\$1,494,190.99	1		\$1,494,190.99
AH18-001	Ceramic Study / Renovation, Bldg. E	\$297,681.51	\$0.00	\$297,681.51	1	\$3,285.55	\$294,395.96
AH19-012	Bldg. A Equipment Relocations	\$10,000.00	-\$10,000.00	\$0.00	1		\$0.00
AH20-001	Bldg. F Carpet Replacement	\$0.00	\$125,000.00	\$125,000.00	1		\$125,000.00
CW19-003	Parking Lot Fixture Upgrade	\$190,000.00	-\$190,000.00	\$0.00	1		\$0.00
CW19-006	CCTV Enhancements	\$500,000.00	-\$65,000.00	\$435,000.00	1		\$435,000.00
CW20-001	Roof Upgrades	\$1,000,000.00	-\$90,000.00	\$910,000.00	1		\$910,000.00
CW20-002	Paving, Catch Basins & Sidewalk	\$1,000,000.00	-\$1,000,000.00	\$0.00	1		\$0.00
CW20-003	Carpet/Flooring Replacement	\$200,000.00	-\$125,000.00	\$75,000.00	1		\$75,000.00
CW20-004	Eyewash Stations/Ventilation	\$100,000.00	-\$65,000.00	\$35,000.00	1	\$3,625.00	\$31,375.00
CW20-005	Catch Basin Restorations	\$0.00	\$120,000.00	\$120,000.00	1	\$84,243.14	\$35,756.86
CW20-006	Roofing Maintenance Program	\$0.00	\$90,000.00	\$90,000.00	1	\$63,047.96	\$26,952.04
CW20-007	Concrete Repairs	\$0.00	\$90,000.00	\$90,000.00	1	\$73,716.33	\$16,283.67
DO20-001	Site Work & Small Projects	\$100,000.00	-\$10,000.00	\$90,000.00	1		\$90,000.00
HL19-006	Plumbing Fixture Replacement, High Oak Hall	\$5,634.00	\$0.00	\$5,634.00	1		\$5,634.00
HL19-010	Install VFD's for Cooling Tower Fans, Site Wide	\$125,781.00	-\$125,781.00	\$0.00	1		\$0.00
HL20-001	Site Work & Small Projects	\$150,000.00	-\$150,000.00	\$0.00	1		\$0.00
OR19-002	Exterior Lighting Upgrades, Site Wide	\$135,000.00	\$0.00	\$135,000.00	1		\$135,000.00
OR20-001	Site Work & Small Projects	\$150,000.00	-\$150,000.00	\$0.00	1		\$0.00
OR20-002	Elevator Restoration - J Bldg.	\$300,000.00	\$0.00	\$300,000.00	1	\$15,548.23	\$284,451.77
OR20-011	Bldg. M West Lobby Reconfiguration	\$0.00	\$100,000.00	\$100,000.00	1	\$611.00	\$99,389.00
RO19-001	Hot/Cold Water Circulation Upgrade, Site Wide	\$150,000.00	\$0.00	\$150,000.00	1	\$4,336.23	\$145,663.77
RO20-001	Site Work & Small Project	\$150,000.00	-\$20,000.00	\$130,000.00	1		\$130,000.00
RO20-002	Culinary Program Development	\$500,000.00	\$0.00	\$500,000.00	1	\$73,211.00	\$426,789.00
RO20-003	New Powerhouse	\$10,000,000.00	\$0.00	\$10,000,000.00	1		\$10,000,000.00
SF18-003	Public Safety Remodel, Bldg. A	\$88,993.63	\$0.00	\$88,993.63	1	\$2,421.00	\$86,572.63
SF19-002	HVAC Control System Upgrade - Library	\$87,000.00	-\$87,000.00	\$0.00	1		\$0.00
SF19-003	Exterior Lighting Upgrade, Bldg. A	\$8,656.00	\$0.00	\$8,656.00	1		\$8,656.00
SF20-001	Site Work & Small Projects	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
AH20-005	Parking Lot Camera Installations	\$0.00	\$15,000.00	\$15,000.00	2		\$15,000.00
AH20-007	Site Concrete Restorations	\$0.00	\$70,000.00	\$70,000.00	2	\$4,661.25	\$65,338.75
AH20-008	Bldg. T Office Modification	\$0.00	\$10,000.00	\$10,000.00	2		\$10,000.00
AH20-009	Bldg. A Receiving Lot Restorations	\$0.00	\$50,000.00	\$50,000.00	2	\$5,844.60	\$44,155.40
AH20-010	Bldg. P Chiller Monitoring Replacements	\$0.00	\$10,000.00	\$10,000.00	2		\$10,000.00
CW17-003	AH Interior Door Hardware Renovation	\$500,000.00	\$0.00	\$500,000.00	2	\$25,576.00	\$474,424.00
HL18-006	Erosion & Drainage Improvements, Woodland Hall	\$40,631.93	\$0.00	\$40,631.93	2		\$40,631.93
HL19-003	Burner Assembly Replacement, Central Plant	\$129,000.00	\$255,485.42	\$384,485.42	2	\$7,808.95	\$376,676.47
OR20-012	Bldg. J Door Replacement	\$0.00	\$20,000.00	\$20,000.00	2	\$2,640.15	\$17,359.85
RO16-002	HVAC Repair (HV1E), Bldg. A	\$245,075.00	\$0.00	\$245,075.00	2	\$11,647.49	\$233,427.51
RO20-004	Market Place & Bookstore Renovation	\$0.00	\$35,000.00	\$35,000.00	2	\$26,705.71	\$8,294.29
SF19-001	Fire Alarm Upgrade, Site Wide	\$64,500.00	\$0.00	\$64,500.00	2	\$10,669.06	\$53,830.94
SF19-004	Variable Frequency Drive Upgrade, Bldg. A	\$15,200.00	\$87,000.00	\$102,200.00	2	\$11,809.18	\$90,390.82
AH17-009	Welding/Auto Lab Renovation	\$132,866.00	\$0.00	\$132,866.00	3	\$68,786.84	\$64,079.16
AH19-006	Hallway Floor Replacement, Bldg. J	\$70,000.00	\$0.00	\$70,000.00	3	\$19,093.45	\$50,906.55
AH19-011	Bldg. G IT Generator Replacement	\$137,532.72	\$0.00	\$137,532.72	3	\$24,836.04	\$112,696.68
OR19-003	Signage Upgrade, Site Wide	\$1,000,000.00	\$0.00	\$1,000,000.00	3	\$72,031.63	\$927,968.37
OR19-005	Bldgs. A-D Tunnel Drainage Restoration	\$193,660.00	\$0.00	\$193,660.00	3	\$17,717.90	\$175,942.10
OR19-006	Smith Theatre Lighting Upgrade	\$95,319.14	\$0.00	\$95,319.14	3	\$18,472.86	\$76,846.28
OR20-004	Parking Lot Access Gate Replacements	\$0.00	\$10,000.00	\$10,000.00	3		\$10,000.00
AH18-009	Bldg. C Renovation & Expansion	\$35,000,000.00	\$0.00	\$35,000,000.00	4	\$5,725,144.27	\$29,274,855.73
AH20-002	MTEC Parking Lot Replacement	\$0.00	\$561,500.00	\$561,500.00	4	\$87,633.32	\$473,866.68
AH20-004	Bldgs. HJK Heating Line Replacements	\$0.00	\$720,248.00	\$720,248.00	4	\$71,536.40	\$648,711.60
HL19-002	Lighting Replacements, Site Wide	\$96,553.00	\$430,000.00	\$526,553.00	4	\$314,761.28	\$211,791.72
HL19-005	Entry Door Replacements & Hardware Upgrades, Site Wide	\$89,218.31	\$50,000.00	\$139,218.31	4	\$72,996.95	\$66,221.36
HL19-008	Stair Safety Upgrades, High Oak Hall ("Oaks")	\$8,382.31	\$50,000.00	\$58,382.31	4	\$39,823.50	\$18,558.81
HL19-012	Parking Lot Fixture Upgrade	\$10,000.00	\$0.00	\$10,000.00	4	\$5,127.20	\$4,872.80
OR17-001	Boiler Replacement Project	\$5,103,411.86	\$0.00	\$5,103,411.86	4	\$2,973,374.42	\$2,130,037.44
OR20-010	Cooling Tower Pump Restorations	\$0.00	\$84,617.90	\$84,617.90	4	\$79,407.70	\$5,210.20
OR20-013	Bldg. A Pilot Classroom Enhancements	\$0.00	\$10,000.00	\$10,000.00	4	\$4,994.88	\$5,005.12
SF17-001	Site work & Small Projects	\$196,392.23	\$0.00	\$196,392.23	4	\$146,409.68	\$49,982.55
SF19-006	Parking Lot Improvements	\$14,892.92	\$450,000.00	\$464,892.92	4	\$311,538.05	\$153,354.87
AH19-005	Office Reconfiguration, Bldg. B	\$113,494.99	\$20,000.00	\$133,494.99	5	\$88,407.64	\$45,087.35
AH19-013	Bldgs. HJK Heating Hot Water Piping Restoration	\$6,033.50	\$0.00	\$6,033.50	5	\$6,033.50	\$0.00
AH20-006	Bldg. A Collision Lab Flooring Upgrade	\$0.00	\$40,000.00	\$40,000.00	5	\$21,931.14	\$18,068.86
CW20-008	Safety Equipment	\$0.00	\$15,000.00	\$15,000.00	5	\$4,367.00	\$10,633.00
DO20-002	Restroom Painting	\$0.00	\$10,000.00	\$10,000.00	5	\$5,204.40	\$4,795.60
HL19-011	HL Marketplace	\$104,526.13	\$0.00	\$104,526.13	5	\$86,761.89	\$17,764.24

2020 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: June 30, 2020

Project ID	Project Name	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
HL19-013	Woodland Hall Counseling Renovation	\$52,879.60	\$41,305.45	\$94,185.05	5	\$85,619.39	\$8,565.66
HL20-002	Levinson Hall Piping Replacement	\$0.00	\$26,815.00	\$26,815.00	5	\$26,815.00	\$0.00
OR18-003	Electrical Distribution Upgrade, Site Wide	\$950,000.00	\$0.00	\$950,000.00	5	\$659,696.38	\$290,303.62
OR19-008	Bldg. J Culinary Domestic Hot Water System Upgrade	\$20,000.00	\$0.00	\$20,000.00	5	\$3,719.27	\$16,280.73
OR19-009	Coil Replacements	\$60,000.00	\$10,000.00	\$70,000.00	5	\$55,189.97	\$14,810.03
OR20-003	Bldgs F-J Concrete Ramp Restoration	\$0.00	\$30,000.00	\$30,000.00	5	\$15,661.24	\$14,338.76
OR20-005	Bldg. N Garage Door Modifications	\$0.00	\$11,245.00	\$11,245.00	5	\$11,245.00	\$0.00
OR20-006	Bldg. L Equipment Removal	\$0.00	\$85,465.07	\$85,465.07	5	\$81,667.07	\$3,798.00
OR20-007	Bldg. J Freezer Restoration	\$0.00	\$10,962.06	\$10,962.06	5	\$10,962.06	\$0.00
OR20-008	Bldg. F IT Closet Cooling System Replacement	\$0.00	\$3,137.10	\$3,137.10	5	\$3,137.10	\$0.00
OR20-009	Oakland Drive Drainage Modifications	\$0.00	\$12,000.00	\$12,000.00	5	\$12,000.00	\$0.00
PF - AH	Insurance Claims	\$114,342.64	-\$50,000.00	\$64,342.64	5	-\$94,173.51	\$158,516.15
PF-OR19-001	Insurance Bldg. L Flood Restoration	\$50,000.00	\$0.00	\$50,000.00	5	\$10,975.00	\$39,025.00
RO18-006	Public Safety Remodel, Bldg. B	\$19,657.78	\$0.00	\$19,657.78	5	\$14,300.10	\$5,357.68
RO19-002	Parking Structure Restoration, North	\$462,405.86	\$0.00	\$462,405.86	5	\$7,043.16	\$455,362.70
RO20-005	Bldg. C Roof Replacement	\$0.00	\$20,000.00	\$20,000.00	5	\$24,415.69	-\$4,415.69
AH19-002	Bookstore Renovation, Bldg. G	\$50,000.00	\$0.00	\$50,000.00	6		\$50,000.00
CW20-000	Construction Management Core Staff	\$400,000.00	\$0.00	\$400,000.00		\$361,740.64	\$38,259.36
CW20-998	Academic Enhancements	\$1,000,000.00	-\$642,000.00	\$358,000.00			\$358,000.00
CW20-999	Emerging Needs / Contingency / Emergency Repair	\$1,000,000.00	-\$1,000,000.00	\$0.00			\$0.00
	Grand Total	\$64,622,862.90	\$0.00	\$64,622,862.90		\$11,987,813.33	\$52,635,049.57

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



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INFORMATION

Board Agenda Item 8.3
September 14, 2020

INFORMATION TECHNOLOGY QUARTERLY REPORT
April 1 to June 30, 2020














IT Projects List
 Quarterly Status Report
 as of June 30, 2020

IT PROJECTS

Quarterly Status Report as of June 30, 2020

Select a Quarter End Date to view the Report:

June 30, 2020 ▼

Description	Location	Status	Progress	2019-20 Budget \$	2019-20 Committed Costs	2019-20 Balance	Multi-year Project
Campus Server Replacement	CW	Implementation		\$100,000	\$98,208	\$1,792	1
Chatbot	CW	Complete		\$50,000	\$45,600	\$4,400	1
College Data Backup Solution	CW	Complete		\$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	Deferred		\$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	Deferred		\$150,000	\$0	\$150,000	1
Text Aggregator	CW	Complete		\$50,000	\$12,051	\$37,949	1
UPS Replacement for campus Closets	CW	Deferred		\$120,000	\$0	\$120,000	1
VDI	CW	Implementation		\$1,000,000	\$1,000,000	\$0	5
Totals				\$3,630,000	\$3,355,905	\$274,095	

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 Uninterruptable 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
September 14, 2020

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to June 30, 2020

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.

Highlights

Through the second quarter of the 2020 calendar year, the Foundation raised \$317,604.22 from 188 donors toward its goal of \$578,500 from 476 donors, a 114% increase over the total raised through the second quarter of 2019. The number of donors increased 14.6% over the same period last year.

In June the Foundation received a bequest of \$206,463 from the estate of Peter Strumbos, the largest gift in our history to date. Mr. Strumbos was a lifelong learner and loyal donor who enjoyed taking classes in the arts and humanities at OCC. Through this legacy, future students will be able to share his love of learning

In response to the ongoing pandemic, the OCC Foundation and its benefactor The Garden Party Foundation announced in April the cancellation of The Garden Party, scheduled for Sunday, June 14, 2020. As the Foundation's only fundraising event, TGP has consistently provided over \$100,000 in net proceeds for scholarships and program support in the skilled trades. To mitigate the loss of this revenue, Foundation staff have invited sponsors to support the Student Success Fund instead, with some early success.

With resources carried forward from prior TGP event proceeds and from other scholarship funds, the Foundation opened a special scholarship cycle for Summer 2020. A video featuring Foundation Coordinator Candy Geeter shared the opportunity with our students through email and social media. More than 600 applied, and 225 students in the technical trades, health professions and public service academies received \$500 scholarships to support their continued studies.

With support from the Foundation's Provenzano Empowerment Fund, faculty are leading an initiative to adopt Open Educational Resources. OERs reduce the cost of textbooks and other instructional materials. The effort has saved 915 students enrolled in the Winter and Summer 2020 semesters more than \$89,000, an impact of more than 21-fold. Savings from OERs compound as faculty continue to use them in future semesters.



INFORMATION

Board Agenda Item 8.4
September 14, 2020

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to June 30, 2020

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.

	CY2019 Actual		CY2020 Goals		CY2020 Actual td		% of Goal	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Total	461	\$499,197	476	\$578,500	188	\$317,604	39.5%	54.9%
<u>Giving Level</u>								
\$100,000 and up	0	\$0	1	\$100,000	1	\$203,463	100.0%	203.5%
\$10,000 and up	12	190,521	11	140,000	3	32,000	27.3%	22.9%
\$1,000 to \$9,999	113	249,973	118	280,000	23	52,086	19.5%	18.6%
Under \$1,000	336	58,704	346	58,500	161	30,055	46.5%	51.4%
<u>Retention Status</u>								
Acquired	135	\$75,065	138	\$89,000	50	\$15,663	36.2%	17.6%
Recovered	60	60,830	67	57,000	40	34,195	59.7%	60.0%
Retained	266	363,302	271	432,500	98	267,747	36.2%	61.9%
Retained from Prior Year	57.6%	67.6%	58.8%	86.6%	21.3%	53.6%	36.2%	61.9%

	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>
Total	<u>339</u>	<u>\$349,565</u>	<u>383</u>	<u>\$339,686</u>	<u>373</u>	<u>\$447,531</u>
<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>
Total	<u>339</u>	<u>\$349,565</u>	<u>383</u>	<u>\$339,686</u>	<u>373</u>	<u>\$447,531</u>
Retained from Prior Year	50.6%	72.2%	57.5%	70.0%	46.7%	85.8%



INFORMATION

Board Agenda Item 8.5
September 14, 2020

STRATEGIC PLAN UPDATE

At this point in the process, the Strategic Plan is now in the work and implementation phase. The College remains committed to advancing the following Directions and Objectives:

Strategic Direction 1: Optimize Educational Offerings and Opportunities to Meet the Needs of the Community

- Promote Educational Access
- Implement a Strategic Enrollment Management Framework
- Promote a Climate of Educational Innovation and Excellence
- Promote the Holistic Development of all Individuals
- Implement Innovative, Comprehensive and Effective Student Support Services
- Advance Diversity, Equity, and Inclusion Policy and Practice
- Improve Retention, Persistence, and Completion

Strategic Direction 2: Improve Institutional Culture and Climate

- Promote a Culture of Accountability to Shared Goals
- Improve the Availability, Access, and Timely Publication of Essential Institutional Data
- Develop and Deploy Intentional Communication Structures and Systems
- Promote a Culture of Collaboration and Civility

Each strategic objective has defined 1-3 actions for work this year. These teams are in the process of carefully defining and implementing data-driven improvements to many facets of the College's processes including but not restricted to student placement, developmental education, institutional collaboration, institutional communication, teaching excellence, and online portfolio expansion.

In addition, while the strategic plan is advancing and coordinating a very complex and broad set of actions, it is serving simultaneously the very important function of creating a transparent leadership structure where staff at from all departments of the College actively and directly involved in developing the College's strategy. Within the Strategic Objective teams there are more than 100 staff, administrators, and faculty participating. When we push further down into the action teams, there are close to 250 stakeholders expected to participate directly in supporting the plan in the coming year.

Next month, OCC will be hosting a series of kickoff meetings open to all employees at the College where the Chancellor and the Chief Strategy Officer will share the strategic plan throughout the organization to build a larger awareness about the College's key strategies for the coming year. There is a great deal of work to be done, but also a great deal of great work that has already been accomplished. We are excited to share our progress as we move through the coming year.