



OAKLAND COMMUNITY COLLEGE®

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BOARD OF TRUSTEES

REGULAR MEETING AGENDA

The Regular Meeting of the Board of Trustees of Oakland Community College will be held on Monday, November 16, 2020, 6:00 p.m., via a Zoom format, and will include a closed session, pursuant to MCL 15.268(h), OAG No. 6365 (June 2, 1986) and OAG No. 6817 (Sept. 14, 1994), to receive and review the closed session minutes listed on the Board Meeting Minutes Consent Calendar; a closed session to consult with legal counsel pursuant to MCL 15.268, Sec. 8(e) regarding trial and/or settlement strategy in connection with the pending lawsuit Meyer v. Oakland Community College, et al, (Case No. 2018-164535-CB pending in the Oakland County Circuit Court), as discussion in an open meeting would have a detrimental financial effect on the litigating or settlement position of the College; and a closed session to discuss the Chancellor's evaluation per his written request pursuant to MCL 15.268 Sec. 8(a); and to consider the legal written opinions of legal counsel pursuant to MCL 15.268 Sec. 8(h).

AGENDA

1. CALL TO ORDER

2. ATTENDANCE

3. APPROVAL OF AGENDA

MOVE INTO CLOSED SESSION, PURSUANT TO MCL 15.268(h), OAG NO. 6365 (JUNE 2, 1986) AND OAG NO. 6817 (SEPT. 14, 1994), TO RECEIVE AND REVIEW THE CLOSED SESSION MINUTES LISTED ON THE BOARD MEETING MINUTES CONSENT CALENDAR

4. APPROVAL OF MINUTES

CONSENT CALENDAR – BOARD MEETING MINUTES

Items 4.1 to 4.3 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 October 19, 2020 Regular Board Meeting Minutes | A – ACTION |
| 4.2 October 19, 2020 Closed Session Minutes A | B – ACTION |
| 4.3 October 19, 2020 Closed Session Minutes B | C – ACTION |

END OF CONSENT CALENDAR – BOARD MEETING MINUTES

5. COMMUNICATIONS

- 5.1. Community Comments
- 5.2. Student Government Report
- 5.3. Academic Report
 - 5.3.1 Academic Senate Update
 - 5.3.2 Provost Update
 - 5.3.3 Chief Strategy Officer Update
- 5.4. Chancellor's Comments

6. MONITORING REPORT – no report

7. ACTION ITEMS – no items

8. INFORMATION ITEMS CONSENT CALENDAR

Items 8.1 through 8.5 listed below on the Consent Calendar 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 voted on separately.

8.1. Finance Quarterly Report	D – INFORMATION
8.2. College Facilities Quarterly Report	E – INFORMATION
8.3. Information and Technology Quarterly Report	F – INFORMATION
8.4. OCC Foundation Quarterly Report	G – INFORMATION
8.5. Strategic Plan Update	H – INFORMATION

END OF INFORMATION ITEMS CONSENT CALENDAR

MOVE INTO CLOSED SESSION FOR THE FOLLOWING PURPOSES: TO CONSULT WITH LEGAL COUNSEL PURSUANT TO MCL 15.268, SEC. 8(e) REGARDING TRIAL AND/OR SETTLEMENT STRATEGY IN CONNECTION WITH THE PENDING LAWSUIT MEYER V. OAKLAND COMMUNITY COLLEGE, ET AL, (CASE NO. 2018-164535-CB PENDING IN THE OAKLAND COUNTY CIRCUIT COURT), AS DISCUSSION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL FINANCIAL EFFECT ON THE LITIGATING OR SETTLEMENT POSITION OF THE COLLEGE; AND TO DISCUSS THE CHANCELLOR’S EVALUATION PER HIS WRITTEN REQUEST PURSUANT TO MCL 15.268 SEC. 8(a); AND TO CONSIDER THE LEGAL WRITTEN OPINIONS OF COUNSEL PURSUANT TO MCL 15.268 SEC. 8(h)

9. BOARD COMMENTS

10. ADJOURNMENT

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



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

October 19, 2020

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

1. CALL TO ORDER

Chair McCulloch called the meeting to order at 6:00 p.m.

2. ATTENDANCE

ROLL CALL:

Present:

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

Absent:

Christine M. O’Sullivan, Trustee

3. APPROVAL OF AGENDA

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

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

MUTED: Davis

NAYS: None

Motion Carried

Chair McCulloch asked for a motion move into closed session, under MCL 15.268(h), OAG No. 6365 (June 2, 1986) and OAG No. 6817 (Sept. 14, 1994), to receive and review the closed session minutes listed on the Board Meeting Minutes Consent Calendar. Any action to approve the minutes may only be made during open session. Trustee Bertolini so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

MUTED: Davis

NAYS: None

Motion Carried

The Board went into closed session at 6:03 p.m.

The Board returned to open session at 6:08 p.m.

4. APPROVAL OF MINUTES

CONSENT CALENDAR – BOARD MEETING MINUTES

Items 4.1 to 4.4 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.

Chair McCulloch asked if any of the trustees would like an item pulled for separate discussion. There being no such request, the Chair asked for a motion to approve the Board Meeting Minutes Consent Calendar items 4.1 through 4.4. Trustee Anderson so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

AYES: Anderson, Bertolini, Bryant, Jackson, McCulloch

MUTED: Davis

NAYS: None

Motion Carried

4.1. September 14, 2020 Regular Board Meeting Minutes	A – ACTION
4.2. September 14, 2020 Closed Session Minutes A	B – ACTION
4.3. September 14, 2020 Closed Session Minutes B	C – ACTION
4.4. September 14, 2020 Closed Session Minutes C	D – ACTION

END OF CONSENT CALENDAR – BOARD MEETING MINUTES

5. COMMUNICATIONS

5.1. Community Comments - none

5.2. Student Government Report

Orchard Ridge Associate Dean of Student Services Marikay Clancy introduced the Student Government Representative Tiffani Calhoun. Ms. Calhoun, who is the Student Government Vice 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:

- Increase in participation at Senate virtual meetings
- Continuing work on amending the Senate Constitution
- The September 11 Staff Development Day focused on teaching and learning
- The Distance Learning Committee standing committee is working on the next round of classes to be put online

- A new ad hoc committee was created to address the needs for Testing Centers and the campuses
- The Senate continues to address a number of ongoing and new issues this semester, including protocols for live Zoom classes and improving syllabus options for the faculty

5.3.2. Provost Update

Provost Jennifer Berne shared the Fall 2020 Course Options with the Board, which includes online, remote, hybrid, and in-person classes. Preparations are being made to offer our larger programs— Associates in Arts, Associates in General Studies, Associates in Business Administration, and Associates in Science as fully online offerings beginning Fall 2021. Other topics addressed by the Provost included Virtual Study Abroad programs, English and ESL review of its placement policies, and faculty preparation to engage in professional learning and inquiry as part of their regular course work. Dr. Berne also announced our new Dean of Teaching Excellence, Dr. Marc Thomas.

Chair McCulloch referenced the Fall 2020 Course Options slide Dr. Berne shared, and inquired as to what the main drivers are that will determine which of the four options presented will be available to students. For example, will it be student input or faculty restrictions that ultimately determine what is offered to our students.

Dr. Berne reported she has been working with Chief Strategy Officer Steve Simpson to collect data on what our student needs are. Our largest programs are being looked at as to what we can offer online. We are also using community data to determine the order in which we get courses online.

Chair McCulloch asked what will determine if we offer hybrid as opposed to remote; what will be the determining factor of these classes fitting into one of those four categories. Dr. Berne responded that all of our classes will be offered face-to-face or online. Faculty will assist in the decision, as well as data from IE. Formal surveys are being conducted.

Dr. Simpson noted a formal survey was done in the spring as to the COVID challenges students are facing. There will be a follow-up survey over the coming weeks. Part-time students will be targeted as to what the college can do to get them into more credits each term. There will also be several focus groups. Dr. Simpson said we continue to gather student data to help Dr. Berne and our faculty determine what the appropriate mix is. The focus groups are being overseen by IE and our student services groups.

It was requested by Chair McCulloch that as these surveys and focus groups are conducted that the trustees need to be informed sooner than later what the long-term direction is as it relates to distance learning. Dr. Simpson responded that he hopes to come back with an update at the Board's November meeting.

5.4. Chancellor's Comments

Mr. Provenzano commented on the following:

- The following retirees were recognized for their years of service
 - Brenda Dick, Administrative Specialist, 31 years
 - John Franzoni, Public Safety Officer, 10 years
 - Annette Shannon, Custodian, 18 years
 - John Tata, Paraprofessional, 36 years
- One new employee was recognized:
 - Jacob Dinverno, Facility Technician

- Futures for Frontliners
 - Chancellor Provenzano participated in two Facebook Live events to promote this initiative—one organized by Representative Any Levin’s office and the other from the Oakland County Executive’s office
 - Launched a comprehensive plan to build awareness and support, including our Marketing Department sending more than 50,000 emails to current, former, and prospective students regarding the program
 - OCC Admissions has responded to the more than 300 inquiries through the unique email future4frontliners@oaklandcc.edu since the launch of the program and, along with Financial Aid, are reaching out to over 700 eligible F4F prospective participants to help them navigate the process
 - We are also working with Oakland County Michigan Works! on a letter to send to 800 businesses in their network, and we are also offering virtual live sessions for employers, agencies, and potential applicants to build awareness
- OCC in the Media
 - The Chancellor participated in a LinkedIn live event
 - The Chancellor was interviewed by the national online news outlet, Newsy, for a story on how community colleges are faring this fall
 - OCC participated in the formal unveiling of the Detroit Regional Talent Compact led by Detroit Drives Degrees, whose goals are to increase the postsecondary attainment rate to 60% and to reduce by half the racial equity gap by the year 2030
- Faculty and Staff Excellence:
 - Vice Chancellor for Student Services Lori Przymusinski was a presenter at the Michigan Building Economic Security Today workshop
 - Dean of College Readiness Beverly Stanbrough was named the Michigan Chapter of the National Organization for Student Success (NOSSMi) Administrator of the Year
 - Vice Chancellor for Advancement Daniel Jenuwine presented to the Association of Fundraising Professionals, West Bloomfield Optimists, and appeared on the Interact “Master Class” podcast
 - Business Faculty Evelyn Chan presented to Fiat Chrysler on “Leadership & Emotional Intelligence”
 - Our culinary chefs created the “OCC to Go” program for their students, who are offering student-created food and baked goods under the directions of Chefs Julie Selonke and Lois Hennessey. The students are being taught the most current standards of food safety and carry-out service excellence, while following all local and state guidelines. The team worked together to serve three Oakland County shelter locations with fresh meals in September.
 - OCC was selected as a host site for the 2020-21 College Completion Corps program by the Michigan College Access Network, with special thanks going to Beverly Stanbrough and the counseling team for their work on this
- Excellent Students and Honored Alums
 - Kayla Kaminski, third-year nursing student, had her manuscript “Exploring Compassion Fatigue and Burnout in Healthcare Professionals: A Scoping Review” featured in *International Journal of Nursing Student Scholarship*
 - Alumnus Paul Gallagher was named one of *dbusiness Magazine’s* “30 in Their 30s” honorees
- October Virtual Events for Employees, Students, and the Community
 - Student Leadership Series – October 2
 - Our Vote Matters – October 9
 - State of the College – October 16 or 28
 - Costa Rica’s Amazing Biodiversity – October 23
 - Student Organization Fair – October 23
 - DIA Family Program – October 24

- Lastly, the Chancellor reported that on October 13, 2020, Dr. Woldemar Nikkel passed away. Dr. Nickkel served as the Vice President of Business & Finance at OCC from 1968 through 1981. He was one of the five incorporators of the OCC Foundation in 1979 and served on its inaugural Board of Directors through 1986, and again from 1991 through 1998.
(Report on file)

5.5. Board of Trustees Self-Evaluation

Chair McCulloch walked the Board through the self-evaluation compilation they received at the August 29 Special Board Meeting/Retreat. Some of the subjects to be addressed at future meetings/retreats, as well as with the Chancellor, include revisiting the construction program and community outreach. Chair McCulloch encouraged trustees to reach out to him two weeks prior to the next meeting to include Board items on the upcoming agenda which were presented at previous meetings that may now require further elaboration.

6. MONITORING REPORT

Dr. Simpson presented the Summer 2020 Monitoring Report to the Board. Some of the topics addressed included:

- Board Ends
- KPIs (Summer and Fall)
- Summer 2020 Admission Statistics
- Summer Semester Themes
- Fall Enrollment Update
- Strategy & Initiatives for 2020-2021

Trustee Bertolini MOVED to receive and file the Summer 2020 Monitoring Report. Trustee Jackson seconded.

ROLL CALL VOTE:

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

NAYS: None
(Report on file)

Motion Carried

7. ACTION ITEMS - none

8. INFORMATION ITEMS

8.1 2019-2020 Annual Audit

Vice Chancellor for Administrative Services Bobbie Remias reported on the 2019-2020 annual audit. Steve Bondar from Plante Moran informed the Board that the College received an unmodified opinion and had no audit issues. Awards received by the Finance Department this year include the Certificate of Achievement for Excellence in Financial Reporting, the Award for Outstanding Achievement in Popular Annual Financial Reporting, and the first time Award for Best Practices in Community College Budgeting for Budget and Financial Forecast Fiscal Years 2019-2023.

Ms. Remias thanked the Audit Committee members, who include Susan Anderson, Pamela Jackson, Christine O'Sullivan, Helen Kieba-Tolksdorf, Steve Doil, and Michael Carroll, as well as OCC Controller Sharon Converse and the Finance team.

The trustees also gave kudos to Ms. Remias, Ms. Converse, and the Finance team for a job well done.

Trustee Bertolini MOVED the Board of Trustees receive and file the 2019-2020 Annual Audit. Trustee Bryant seconded.

ROLL CALL VOTE:

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

NAYS: None
(Report on file)

Motion Carried

Chair McCulloch asked for a motion to move into closed session pursuant to MCL 15.268(a) for the purpose of discussing the Chancellor's Evaluation. Trustee Anderson so MOVED, and Trustee Jackson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 7:58 p.m.

The Board returned to open session at 8:27 p.m.

9. BOARD COMMENTS

Trustee Bertolini thanked Tiffani Calhoun for her Student Government Report this evening.

Trustee Jackson reported she attended SEMCOG's General Assembly Virtual Homecoming event on October 15 and 16.

10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 8:28 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 4.2
November 16, 2020

OCTOBER 19, 2020 CLOSED SESSION MINUTES A

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 4.3
November 16, 2020

OCTOBER 19, 2020 CLOSED SESSION MINUTES B

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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INFORMATION

Board Agenda Item **8.1**
November 16, 2020

QUARTERLY FINANCE REPORT
For the Quarter Ended September 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 September 30, 2020

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

FINANCIAL HIGHLIGHTS

Revenues:

In the General Fund, the College recorded total revenues of \$67,728,475 (column 3) compared to \$68,724,302 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$451,921 (column 3) compared to \$708,153 (column 4) at the end of the same quarter last year. In Auxiliary Funds, the College recorded total revenues of \$1,364,284 (column 3) compared to \$2,030,036 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$45,586,201 (column 3) compared to \$48,057,845 (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 lower than fiscal year 2020 but overall are projected to be slightly higher than last fiscal year. For fiscal year 2021, the College will continue to closely monitor the impact of COVID-19 on property tax values and tax revenues.

State Appropriations: In fiscal year 2020 the state of Michigan announced an 11 percent reduction (\$2.5 million) in state appropriations. These funds were replaced with federal grant dollars from the Coronavirus Relief Fund (CRF) in fiscal year 2021, however, these funds are reflected in restricted grant funds. The College has closely assessed the use of these funds based on federal

regulations and determined appropriate expenditures and as of September 30, 2020, the College has spent \$2 million of the \$2.5 million grant.

Tuition and Fees: The total amount is \$19,189,460 (column 3) compared to \$18,508,255 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2020 was down compared to budgeted headcount but close to budgeted amount for registered credit hours. In Designated Funds, tuition and fees have been impacted by COVID-19 and campus closures and are lower than in the same quarter last year.

Auxiliary Activities: The total amount is \$1,351,204 (column 3) compared to \$2,030,036 (column 4) in the Auxiliary Fund as of the end of the same quarter last year. The impact of campus closures due to COVID-19 is the greatest impact on fall 2020 sales revenues.

Expenditures:

The College recorded total expenditures in the General Fund of \$26,321,649 (column 3) compared to \$27,223,864 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$814,934 (column 3) compared to \$876,273 (column 4) as of the end of the same quarter last year. In the Auxiliary Funds, the College recorded total expenditures of \$1,353,731 (column 3) compared to \$1,742,981 (column 4) as of the end of the same quarter last year.

Employee Salaries and Wages: The amount is \$13,425,576 (column 3) compared to \$13,636,865 (column 4) as of the end of the same quarter last year in the General Fund. This decrease is a result of decreased part-time salary expenditures due to the impact of COVID-19 as well as the shift in some general fund salary expenses over to the restricted CARES act grant and the CRF grant.

Benefits: The amount is \$6,222,030 (column 3) compared to \$6,265,480 (column 4) as of the end of the same quarter last year in the General Fund. This decrease is a result of the shift in some general fund benefit expenses over to the restricted CARES act grant and the CRF grant.

Other Operating Expenses: In the General Fund, other operating expenses are lower than the same quarter last year. This decrease is a result of decreased expenditures due to the impact of COVID-19 as well as the shift in some technology expenses over to the restricted CARES act grant and the CRF grant. In the Auxiliary Fund the amount is \$1,041,220 (column 3) compared to \$1,350,874 (column 4) as of the end of the same quarter last year. This decrease is a result of reduced cost of goods sold in the campus bookstores.

SUMMARY:

Revenue from property taxes, investment income and tuition/fees are forecasted slightly higher than 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. The College will continue closely monitoring the impact of COVID-19 into fiscal year 2021 as it relates the revenue and expenditures and the College will continue to take cost-cutting measures where appropriate.



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

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ 91,750,000	\$ 45,586,201	\$ 48,057,845	49.69%
State Appropriations	24,840,000	53,168	65,450	0.21%
Tuition & Fees	39,812,974	19,189,460	18,508,255	48.20%
Investment Income	6,000,000	2,692,431	1,840,756	44.87%
Miscellaneous Revenue	1,200,140	207,215	251,996	17.27%
Unrealized Gain/(Loss) on Investments	-	-	-	-
TOTAL REVENUES	\$ 163,603,114	\$ 67,728,475	\$ 68,724,302	41.40%
EXPENDITURES:				
Employee Salaries and Wages	\$ 72,036,378	\$ 13,425,576	\$ 13,636,865	18.64%
Fringe Benefits	34,217,293	6,222,030	6,265,480	18.18%
Contracted Temporary Personnel	3,037,996	464,803	429,959	15.30%
Utilities	4,131,812	594,672	598,464	14.39%
Other Operating Expenses	25,649,016	5,614,568	6,293,096	21.89%
TOTAL EXPENDITURES	\$ 139,072,495	\$ 26,321,649	\$ 27,223,864	18.93%
TRANSFERS:				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	-
Transfer (to) from Loan Fund	-	-	-	-
Transfer (to) from Auxiliary Fund	-	-	-	-
Transfer (to) from Endowment/Restricted	(690,000)	-	-	0.00%
Transfer (to) from Plant Fund	(20,000,000)	-	-	0.00%
All Other Transfers	(2,861,751)	-	-	0.00%
TOTAL TRANSFERS	\$ (23,551,751)	\$ -	\$ -	0.00%



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

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	-
State Appropriations	-	-	-	-
Tuition & Fees	3,447,004	424,909	662,036	12.33%
Investment Income	-	-	-	-
Miscellaneous Revenue	350,142	27,012	46,117	7.71%
Unrealized Gain/(Loss) on Investments	-	-	-	-
TOTAL REVENUES	\$ 3,797,146	\$ 451,921	\$ 708,153	11.90%
EXPENDITURES:				
Employee Salaries and Wages	\$ 2,283,193	\$ 470,314	\$ 474,082	20.60%
Fringe Benefits	1,047,069	192,342	174,199	18.37%
Contracted Temporary Personnel	2,106,667	44,850	144,363	2.13%
Utilities	-	-	-	-
Other Operating Expenses	1,569,968	107,428	83,629	6.84%
TOTAL EXPENDITURES	\$ 7,006,897	\$ 814,934	\$ 876,273	11.63%
TRANSFERS:				
Transfer (to) from General Fund	\$ 2,861,751	\$ -	\$ -	0.00%
Transfer (to) from Loan Fund	-	-	-	-
Transfer (to) from Auxiliary Fund	-	-	-	-
Transfer (to) from Endowment/Restricted	-	-	-	-
Transfer (to) from Plant Fund	-	-	-	-
All Other Transfers	-	-	-	-
TOTAL TRANSFERS	\$ 2,861,751	\$ -	\$ -	0.00%



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

(1)	(2)	(3)	(4)	(5)
	TOTAL REVENUES BUDGET	REVENUES YTD	PRIOR YTD REVENUES	YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	-
State Appropriations	-	-	-	-
Tuition & Fees	-	-	-	-
Auxiliary Activities	5,122,860	1,351,204	2,009,108	26.38%
Investment Income	-	-	-	-
Miscellaneous Revenue	5,900	13,080	20,928	221.70%
Unrealized Gain/(Loss) on Investments	-	-	-	-
TOTAL REVENUES	\$ 5,128,760	\$ 1,364,284	\$ 2,030,036	26.60%
EXPENDITURES:				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 900,682	\$ 190,969	\$ 263,018	21.20%
Fringe Benefits	444,189	99,651	118,342	22.43%
Contracted Temporary Personnel	49,000	21,891	10,747	44.68%
Utilities	-	-	-	-
Other Operating Expenses	3,809,738	1,041,220	1,350,874	27.33%
TOTAL EXPENDITURES	\$ 5,203,609	\$ 1,353,731	\$ 1,742,981	26.02%
TRANSFERS:				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	-
Transfer (to) from Loan Fund	-	-	-	-
Transfer (to) from Auxiliary Fund	-	-	-	-
Transfer (to) from Endowment/Restricted	-	-	-	-
Transfer (to) from Plant Fund	-	-	-	-
All Other Transfers	-	-	-	-
TOTAL TRANSFERS	\$ -	\$ -	\$ -	-



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INFORMATION

Board Agenda Item 8.2
November 16, 2020

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

2021 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: September 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
AH21-004	Exterior Signage Upgrade Project	\$1,300,000.00	\$0.00	\$1,300,000.00	1		\$1,300,000.00
CW19-006	CCTV Enhancements	\$435,000.00	\$0.00	\$435,000.00	1		\$435,000.00
DO21-001	Site Work & Small Projects	\$100,000.00	\$0.00	\$100,000.00	1	\$561.20	\$99,438.80
OR20-002	Elevator Restoration - J Bldg.	\$1,284,451.77	\$0.00	\$1,284,451.77	1		\$1,284,451.77
OR20-011	Bldg. M West Lobby Reconfiguration	\$99,389.00	\$0.00	\$99,389.00	1		\$99,389.00
OR20-012	Bldg. J Door Replacement	\$17,359.85	\$0.00	\$17,359.85	1		\$17,359.85
OR21-002	L Building Renovation	\$5,000,000.00	\$0.00	\$5,000,000.00	1		\$5,000,000.00
OR21-003	Parking Lot 1,2,3 Replacement & Reconfiguration	\$4,000,000.00	\$0.00	\$4,000,000.00	1		\$4,000,000.00
OR21-005	CW Compressor & Water Heater	\$0.00	\$20,000.00	\$20,000.00	1		\$20,000.00
RO19-001	Hot/Cold Water Circulation Upgrade, Site Wide	\$145,663.77	\$0.00	\$145,663.77	1	\$109.65	\$145,554.12
RO20-002	RO Building & Powerplant	\$10,426,789.00	\$0.00	\$10,426,789.00	1		\$10,426,789.00
RO21-002	Parking Deck Fire Protection System Evaluation	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
SF19-004	Variable Frequency Drive Upgrade, Bldg. A	\$168,190.82	\$0.00	\$168,190.82	1		\$168,190.82
CW17-003	AH Interior Door Hardware Renovation	\$474,424.00	\$700,000.00	\$1,174,424.00	2		\$1,174,424.00
AH20-010	Bldg. P Chiller Monitoring Replacements	\$10,000.00	\$0.00	\$10,000.00	2	\$3,067.31	\$6,932.69
AH21-005	Bldg. B Foundation Restoration	\$0.00	\$100,000.00	\$100,000.00	2		\$100,000.00
AH21-006	Bldg. G Furniture Evaluation	\$0.00	\$10,000.00	\$10,000.00	2		\$10,000.00
HL19-003	Burner Assembly Replacement, Central Plant	\$376,676.47	\$0.00	\$376,676.47	2	\$16,254.73	\$360,421.74
AH20-009	Bldg. A Receiving Lot Restorations	\$44,155.40	\$0.00	\$44,155.40	3		\$44,155.40
AH21-007	Bldgs. E & F Selected Carpet Replacement	\$0.00	\$130,000.00	\$130,000.00	3		\$130,000.00
HL21-002	PE Bldg Entrance Roof Replacement	\$0.00	\$40,000.00	\$40,000.00	3		\$40,000.00
RO20-004	Market Place & Bookstore Renovation	\$473,294.29	\$0.00	\$473,294.29	3	\$469.66	\$472,824.63
SF18-003	Public Safety Relocation	\$86,572.63	\$0.00	\$86,572.63	3		\$86,572.63
SF19-001	Fire Alarm Upgrade, Site Wide	\$109,330.94	\$80,000.00	\$189,330.94	3		\$189,330.94
AH17-009	Welding/Auto Lab Renovation	\$64,079.16	\$85,000.00	\$149,079.16	4	-\$40,598.55	\$189,677.71
AH18-009	Bldg. C Renovation & Expansion	\$29,274,855.73	\$0.00	\$29,274,855.73	4	\$919,941.56	\$28,354,914.17
AH19-011	Bldg. G IT Generator Replacement	\$512,696.68	\$70,000.00	\$582,696.68	4	\$1,013.17	\$581,683.51
AH20-002	MTEC Parking Lot Replacement	\$512,366.68	\$0.00	\$512,366.68	4	\$158,559.36	\$353,807.32
AH20-004	Bldgs. HJK Heating Line Replacements	\$653,463.60	\$80,000.00	\$733,463.60	4		\$733,463.60
AH20-005	Parking Lot Camera Installations	\$15,000.00	\$0.00	\$15,000.00	4		\$15,000.00
AH20-007	Site Concrete Restorations	\$65,338.75	\$0.00	\$65,338.75	4		\$65,338.75
HL19-002	Lighting Replacements, Site Wide	\$211,791.72	\$0.00	\$211,791.72	4	\$48,540.78	\$163,250.94
HL19-005	Entry Door Replacements & Hardware Upgrades, Site Wide	\$66,221.36	\$0.00	\$66,221.36	4	\$23,141.84	\$43,079.52
OR17-001	Boiler Replacement	\$2,130,037.44	\$0.00	\$2,130,037.44	4	\$440,034.69	\$1,690,002.75
OR19-003	Signage Upgrade, Site Wide	\$1,193,467.50	\$0.00	\$1,193,467.50	4	\$2,342.32	\$1,191,125.18
OR19-005	Bldgs. A-D Tunnel Drainage Restoration	\$195,942.10	\$0.00	\$195,942.10	4	\$120,873.68	\$75,068.42
OR19-006	Smith Theatre Lighting Upgrade	\$426,846.28	\$0.00	\$426,846.28	4		\$426,846.28
OR21-004	Building F/G Elevator Restoration	\$0.00	\$30,000.00	\$30,000.00	4		\$30,000.00
OR21-006	Bldg. M 2nd Floor Carpeting Replacement	\$0.00	\$35,000.00	\$35,000.00	4	\$33,717.00	\$1,283.00
RO16-002	HVAC Repair (HV1E), Bldg. A	\$233,427.51	\$30,000.00	\$263,427.51	4		\$263,427.51
SF17-001	Site work & Small Projects	\$49,982.55	\$0.00	\$49,982.55	4		\$49,982.55
AH19-006	Hallway Floor Replacement, Bldg. J	\$130,906.55	\$100,000.00	\$230,906.55	5	\$161,803.55	\$69,103.00
AH20-008	Bldg. T Office Modification	\$10,000.00	\$0.00	\$10,000.00	5	\$2,782.81	\$7,217.19
OR20-013	Bldg. A Pilot Classroom Enhancements	\$5,005.12	\$0.00	\$5,005.12	5	\$4,806.00	\$199.12
RO19-002	Parking Structure Restoration, North	\$455,362.70	\$0.00	\$455,362.70	5	\$188,613.65	\$266,749.05
RO20-005	Bldg. C Roof Repair	\$75,584.31	\$30,000.00	\$105,584.31	5		\$105,584.31
SF19-006	Parking Lot Improvements	\$153,354.87	\$0.00	\$153,354.87	5	\$32,500.53	\$120,854.34
AH21-001	Site Work & Small Projects	\$150,000.00	-\$115,000.00	\$35,000.00			\$35,000.00
AH21-002	G-240 Conference Room Update	\$200,000.00	\$0.00	\$200,000.00			\$200,000.00
AH21-003	C Building Roof Replacement	\$1,000,000.00	\$0.00	\$1,000,000.00			\$1,000,000.00
CW21-000	Construction Mgmt Core Staff	\$400,000.00	\$0.00	\$400,000.00			\$400,000.00
CW21-002	Roof Upgrades	\$1,000,000.00	-\$30,000.00	\$970,000.00			\$970,000.00
CW21-003	Paving, Catch Basins & Sidewalk	\$1,000,000.00	\$0.00	\$1,000,000.00			\$1,000,000.00
CW21-004	Carpet/Flooring Replacement	\$150,000.00	-\$150,000.00	\$0.00			\$0.00
CW21-005	Eyewash Stations/Ventilation	\$100,000.00	\$0.00	\$100,000.00			\$100,000.00
CW21-006	Parking Lot Fixture Upgrade	\$300,000.00	\$0.00	\$300,000.00			\$300,000.00
CW21-007	Elevator Restoration	\$600,000.00	\$0.00	\$600,000.00			\$600,000.00
CW21-008	Security Alarm Panel/Keypad Replacement	\$100,000.00	\$0.00	\$100,000.00			\$100,000.00
CW21-998	Academic Enhancements	\$1,000,000.00	-\$515,000.00	\$485,000.00			\$485,000.00
CW21-999	Emerging Needs / Contingency / Emergency Repair	\$1,000,000.00	-\$530,000.00	\$470,000.00			\$470,000.00
HL21-001	Site Work & Small Projects	\$150,000.00	-\$40,000.00	\$110,000.00		\$4,615.65	\$105,384.35
OR19-002	Exterior Lighting Upgrades, Site Wide	\$135,000.00	\$0.00	\$135,000.00			\$135,000.00
OR20-004	Parking Lot Access Gate Replacements	\$10,000.00	\$0.00	\$10,000.00			\$10,000.00
OR21-001	Site Work & Small Projects	\$500,000.00	-\$50,000.00	\$450,000.00			\$450,000.00
RO21-001	Site Work & Small Projects	\$150,000.00	-\$30,000.00	\$120,000.00			\$120,000.00
SF21-001	Site Work & Small Projects	\$100,000.00	-\$80,000.00	\$20,000.00			\$20,000.00
	Grand Total	\$69,365,978.40	\$0.00	\$69,365,978.40		\$2,123,150.59	\$67,242,827.81

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



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INFORMATION

Board Agenda Item 8.3
November 16, 2020

INFORMATION TECHNOLOGY QUARTERLY REPORT
July 1 to September 30, 2020

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

IT PROJECTS

Quarterly Status Report as of September 30, 2020

Select a Quarter End Date to view the Report:

September 30, 2020 ▼

Description	Location	Status	Progress	2020-21 Budget \$	2020-21 Committed Costs	2020-21 Balance	Multi-year Project
Campus Server Replacement	CW	Implementation		\$100,000	\$98,208	\$1,792	1
Chosen Name	CW	Complete		\$0	\$0	\$0	
Communication and Collaboration tools	CW	Implementation		\$150,000	\$150,000	\$0	1
COVID-19 Screening App	CW	Complete		\$0	\$0	\$0	1
DocuSign	CW	Implementation		\$75,000	\$54,000	\$21,000	1
E Doc and E Workflows	CW	Implementation		\$160,000	\$138,250	\$21,750	1
Network Edge Replacement	CW	Implementation		\$1,550,000	\$1,550,000	\$0	1
Text Aggregator	CW	Complete		\$50,000	\$12,051	\$37,949	1
VDI	CW	Complete		\$1,000,000	\$1,000,000	\$0	5
Web Advisor to Self-Service Migration	CW	Implementation		\$100,000	\$23,000	\$77,000	1
Totals				\$3,185,000	\$3,025,509	\$159,491	

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 shares, software applications, and deploy computer images. The existing servers are past their useful lives and need to be replaced.

Chosen Name

This refers to a software modification project that allows students and employees to select a chosen name that is presented in college reports, rosters, and other records.

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.

COVID-19 Screening App

This refers to a self-service electronic form hosted on the MyOCC website (for students) and Infomart (for employees) to record answers to COVID screening questions before students or employees arrive on campus. The Screening App provides information for contact tracing and communication compliance for Environmental Health and Safety.

DocuSign (Electronic Signatures)

This refers to a web-based platform that gives students the ability to 1) securely upload forms/documents and 2) sign forms online instead of signing paper forms in person on campus which is imperative during the COVID-19 pandemic. This platform is certified by the federal government to allow official documents (FAFSA forms, etc.) to be signed electronically.

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.

Network Edge Replacement

This refers to the networking switches installed on campus that connect student, employee computers and other devices to the OCC network.

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.

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.

Web Advisor to Self-Service Migration

This is a long term, extensive project to transition many Colleague functions for both students and employees from Web Advisor (a platform that is scheduled to be shut down in 2021) to the new Colleague 'Self-Service' platform.



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INFORMATION

Board Agenda Item **8.4**

November 16, 2020

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to September 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 third quarter of the 2020 calendar year, the Foundation raised \$468,215.72 from 214 donors toward its goal of \$578,500 from 476 donors, a 39.2% increase over the total raised through the third quarter of 2019. The number of donors decreased 10.8% over the same period last year. Projections to year-end suggest a record fundraising year, but with fewer donors than originally expected.

At its September Annual Meeting, the Foundation Board of Directors welcomed two new members, Caroline Chambers and Ken Johnson. Ms. Chambers is a noted expert on corporate philanthropy and diversity and inclusion. Mr. Johnson is a successful entrepreneur and inventor. In addition, Directors Gail Haines, Patrick McQueen, Randolph Ston and William Wildern renewed their service for another three-year term.

In spite of the cancellation of The Garden Party event, our generous partners at The Garden Party Foundation, Syd and Elizabeth Ross, continued their support for self-sufficiency through the skilled trades with a six-figure gift in July. Their gift will sustain The Garden Party Vocational Scholarships this academic year, including a special scholarship cycle for Summer 2021.

More than 690 students applied for scholarships available in the Fall 2020 semester. The Foundation awarded in excess of \$160,000 to more than 220 students to support their studies at OCC. Every scholarship recipient prepared a thank-you letter for their benefactor, expressing their gratitude for the support.

With Presenting Sponsor Kelly Services in the lead, twenty OCC partners collectively committed \$44,500 as a challenge match for the Student Success Fund. These donors, including Excellence Sponsor The Suburban Collection; Empowering Sponsors Applied Imaging, Ascension Providence, Barton Malow, Baker College, Doeren Mayhew, IDS, OCC Faculty Association, Peter Basso Associates/TMP Architecture; and ten Success Sponsors, will match contributions to the Fund dollar-for-dollar through December 31, 2020.



INFORMATION

Board Agenda Item 8.4

November 16, 2020

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to September 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	214	\$468,216	45.0%	80.9%
<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	4	122,500	36.4%	87.5%
\$1,000 to \$9,999	113	249,973	118	280,000	44	106,531	37.3%	38.0%
Under \$1,000	336	58,704	346	58,500	165	35,722	47.7%	61.1%
<u>Retention Status</u>								
Acquired	135	\$75,065	138	\$89,000	54	\$16,563	39.1%	18.6%
Recovered	60	60,830	67	57,000	41	35,280	61.2%	61.9%
Retained	266	363,302	271	432,500	119	416,373	43.9%	96.3%
Retained from Prior Year	57.6%	67.6%	58.8%	86.6%	25.8%	83.4%	43.9%	96.3%

	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
November 16, 2020

STRATEGIC PLAN UPDATE

Strategic planning and the implementation of the 2020-2021 initiatives remains on track. Currently, the process has engaged more than 150 stakeholders from across the entirety of the organization in helping to shape the strategic direction of the College. There are currently more than 25 actions proposed for 2020-2021 planning cycle. These actions have used institutional data to target innovating and improving organizational performance in many areas including but not restricted to diversity, equity, and inclusion (DEI), student academic outcome equity, institutional decision-making, institutional communication, curricular delivery, and more. In October, the College hosted two organization-wide strategic plan updates to share important information from the Chancellor, CFO, and CSO to kick off the 2020-2021 strategic plan officially.

From a procedural perspective, the strategic planning process remains compliant in achieving its process milestones. November will see all plans finalized for review and resource support. In January, Six Disciplines consulting will be conducting an audit of the Strategic Plan process applying the Baldrige framework to the Oakland Community College process. The findings from this audit will help improve the process itself and provide an important measure of accountability. For March, the teams will begin work on developing the 2021-2022 actions. In April, there will be an institution-wide celebration and strategic plan review meeting for all College employees; a chance to share the many successes that appear to be on the horizon and an opportunity to recognize the hard work of so many across the organization. The 2020-2021 strategic planning cycle will conclude with the annual strategic plan update provided to the Board in spring, setting the stage for another great year of hard work and advancement at OCC.