

**OAKLAND COMMUNITY COLLEGE®**

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**BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA**

The Regular Meeting of the Board of Trustees of Oakland Community College will be held on Tuesday, November 16, 2021, 6:30 p.m., at the Highland Lakes Campus Student Center, 7350 Cooley Lake Road, Waterford, Michigan. This meeting will include 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**

**4. APPROVAL OF MINUTES**

4.1 October 19, 2021 Regular Meeting Minutes

**A – ACTION**

4.2 October 19, 2021 Closed Session Minutes

**B – ACTION**

**5. COMMUNICATIONS**

5.1. Community Comments

5.2. Student Government Report

5.3. Academic Report

5.3.1. Academic Senate Update

5.3.2. Provost Update

5.4. Chancellor's Comments

**6. MONITORING REPORT – no report**

**7. ACTION ITEMS**

7.1. Board of Trustees Revised 2022 Regular Meeting and Conference Schedule

**C – ACTION**

7.2. Board Policies, Procedures, and Bylaws (second reading)

**D – ACTION**

**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

**E – INFORMATION**

8.2. College Facilities Quarterly Report

**F – INFORMATION**

8.3. Information and Technology Quarterly Report

**G – INFORMATION**

8.4. OCC Foundation Quarterly Report

**H – INFORMATION**

8.5. Strategic Plan Update

**I – INFORMATION**

**END OF INFORMATION ITEMS CONSENT CALENDAR**

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

**9. BOARD COMMENTS**

**10. ADJOURNMENT**



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**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
October 19, 2021  
Oakland Community College  
Highland Lakes Campus Student Center  
7350 Cooley Lake Road  
Waterford, Michigan**

**1. CALL TO ORDER**

Chair Jackson called the meeting to order at 6:33 p.m.

**2. ATTENDANCE**

ROLL CALL:

Present:

Pamela S. Jackson, Chair  
Kathleen A. Bertolini, Vice Chair  
Susan E. Anderson, Treasurer  
Susan Gibson, Secretary  
Shirley Bryant, Trustee  
Pamala M. Davis, Trustee  
Christine M. O'Sullivan, Trustee

Absent:

None

**3. APPROVAL OF AGENDA**

Chair Jackson asked for a motion to amend the agenda to have Information Item 8.1 2020-2021 Annual Audit to be presented after item 5.4 Chancellor's Comments in order to allow our guests from Plante Moran to leave. Trustee Anderson so MOVED to approve the amended agenda, and Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

**4. APPROVAL OF MINUTES**

**CONSENT CALENDAR – BOARD MEETING MINUTES**

Items 4.1 to 4.5 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 Jackson 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 4.5. Trustee Bryant so MOVED, and Trustee Bertolini seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Gibson, Jackson, O’Sullivan

NAYS: None

Motion Carried

- |   |            |
|---|------------|
| 4.1. June 29, 2021 Special Meeting Minutes              | A – ACTION |
| 4.2. June 29, 2021 Closed Session Minutes               | B – ACTION |
| 4.3. September 1, 2021 Special Meeting Minutes          | C – ACTION |
| 4.4. September 1, 2021 Closed Session Minutes           | D – ACTION |
| 4.5. September 18, 2021 Special Meeting/Retreat Minutes | E – ACTION |

## END OF CONSENT CALENDAR – BOARD MEETING MINUTES

### 5. COMMUNICATIONS

#### 5.1. Community Comments

Faculty member and OCCFA President Gina Mandas shared with the Board continued faculty concerns regarding the ongoing pandemic. Whereas being back in the classroom is preferable to remote teaching for some, many faculty have expressed concerns for the safety of students and staff and frustration with the contact tracing process as the number of cases continues to rise.

Last week OCCFA leadership concluded a survey to get a better sense of how faculty feel regarding returning to campus. Of those who responded, only 17 percent feel that the College’s response to COVID is in the best interest of students, faculty, and staff. Many faculty feel that the current handling of the contact tracing is inadequate, would like more stringent social distancing, and requiring a pre-screening questionnaire prior to coming on campus. Faculty feels there is a lack of advanced planning and clear communication around COVID protocols, as much of this information appears on the InsideOCC website, which only OCC employees are able to view. They feel the College needs more than one individual responsible for reporting on contact tracing, as it can take one or two days to receive a response. This concern is now being addressed halfway through the semester.

This afternoon, members of OCCFA leadership met with the Chancellor and members of his executive cabinet to speak specifically about the contact tracing process and communication with those who test positive for COVID and for those who may need to be quarantined due to possible exposure. They also discussed communication with the College community about information on COVID in general and how they need to be improved. It is their hope that communication with students and faculty is clear and consistent so that moving forward there is as little disruption as possible to the learning process. Ms. Mandas hopes that today’s meeting can mark the beginning of a renewed commitment to open and regular communication between OCCFA leadership and the Chancellor.

#### 5.2. Student Government Report

Southfield and Royal Oak Associate Dean of Student Services Dr. Andrew Muniz introduced Student Government Representative Ariadna Morales-Rocha. Ms. Morales-Rocha, who is the Student Government President at OCC, provided a presentation to the Board on Student Government and Student Life at OCC.

### 5.3. Academic Report

#### 5.3.1. Academic Senate Update

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

- Senate business for 2021-2022 is in full swing with a number of major projects ramping up in addition to the usual work of all the committees.
- The Senate will be working on a number of initiatives to make DEIJ issues an integral part of the college's academic culture and practices; the Professional Learning Committee is spearheading these efforts and monthly DEIJ reports are now a feature of College and Campus Senate meetings.
- The Ad Hoc Senate Committee on Syllabus Reform will soon be making recommendations for syllabus software and the ability to have public-facing syllabi available, which will facilitate the transfer process for students as well.
- The new timeline for the curricular process is well underway, and it is allowing program and course changes to be implemented in time to meet the upcoming roll-out of early registration for Fall of 2022.
- The Student Outcomes Assessment Committee is engaged in the development of a new system of assessment that will allow assessment at the section level rather than only at the course level.
- Senate continues to work on issues related to Distance Learning, including the development of fully online degrees and programs, the training and certification of faculty to teach online, and the integrity of our online testing procedures.

#### 5.3.2. Provost Update

Provost Jennifer Berne thanked everyone for their interest and support in our faculty, students and programs. Dr. Berne commented on the following:

The last year and a half was about adjusting modalities, this year is about adjusting expectations. Many of our students have been and continue to be affected negatively by the pandemic years, and this manifests itself in mental health challenges, financial worry, and caregiving responsibilities far exceeding what one could have prepared for. Academic momentum and reasonable expectations of course material have been difficult to maintain as students slip in and out of their ability to attend class and/or focus on their studies.

Commended Vice Chancellor Bobbie Remias and her team who has made available to Academics federal relief funding in order to support our continued efforts on teaching with technology. We have three initiatives that we are in various stages of funding. The first initiative is that we are taking this money from the federal government to update our classroom technology, so that we are prepared to be much more flexible with our students and are also prepared for the next emergency that we hope doesn't come. Secondly, we are going to spend money offering the opportunities for more full-time and adjunct faculty to become ready to teach online by taking our online and hybrid courses through our academic technology group. Thirdly, as of today, we are partnering with a national organization to help our faculty who are already skillful teaching online to take the next step and work on teaching online for diverse learners. Dr. Berne appreciates we are using this HEERF money to move forward, and not just address the problems of today, but see what the potential is for the promise of the future.

There is somewhat less activity on the campuses because many of our courses are fully online. Much of our tutorial, library, and student services are accessed by students online. Students don't have to, but many are choosing to do so, but may also do so face-to-face.

Students in the following areas are back on campus: culinary, labs, computers, speech, ESL, world language, music and art. Faculty and students in EMIT, the public service academies, health careers, and culinary are doing the hands on work that is required of them, that they did during the pandemic, and continue to do so that crucial employment needs are met. Now, ECE and MHA students are back on campus and can interact to best prepare for their futures.

Our activities in Economic & Workforce Development also continue to grow. Cohort programs have been running in Programmable Logic Controller (PLC) & Robotics, CNC Machining, Pre-Apprenticeship, Central Sterile Processing and the newest in Certified Logistics Technician. Based on a strong demand and in partnership with Oakland County MI Works!, we currently have three simultaneous sections of PLC & Robotics running. Continuing education classes in culinary and personal finance have been developed and offered. Our M-TEC testing center has been booming, even recently offering a Saturday session based on customer demand.

We continue to support the learning of faculty and academic staff through our Teaching and Learning Center and our Academic Technology Group. We are particularly excited to be partnering with Kristina Marshall our Director of DEIJ and relying on her expertise to help us find new ways to help one more student stay, our college-wide initiative centered on equity and retention.

Most importantly, our community continues to trust the evidence that our students earn degrees and certificates that take them into the workforce for fulfilling careers or transfer to one of our senior institutional partners to achieve their longer term academic and career goals.

#### 5.4. Chancellor's Comments

Chancellor Provenzano commented on the following:

- Thanked faculty for their comments and input this evening regarding COVID. He also stated we've been working closely with the Academic Senate and have received quite a few ideas from them. Recently, he appreciated Senate's collaboration with the implementation of the new portal, which will assist with updating the contact tracing process, and have also added additional staff to this process.
- Welcomed the following new employees:
  - Erica Bednarski, HR Administrative Assistant
  - Kristina Marshall, Director of Diversity, Equity & Inclusion
  - Rachel Byrnes, Marketing and Community Relations Coordinator
  - JoDee Baker, Physics Instructor
  - Julie Baker McVeigh, Counselor
  - Angelika Maly, Nursing Instructor
  - Sharon Walby, Dental Hygiene Instructor
  - Michael Zelinski, Counselor
  - Emily Bennett, Humanities (Religious Studies) Instructor
  - Jessica Heath, Chemistry Instructor
  - Jennifer Little, Theatre Instructor
  - Kelli Marks, Mental Health/Social Work Instructor
  - Hadi Nasser, Computer Information Systems Instructor
  - Caleb Boswell, Counselor
  - Penny McKenzie, Counselor
  - Jarah Killian, Student Services Specialist
  - Kiana Turner, ACCESS Secretary
  - Amber Echols, Faculty Office Secretary
  - Christopher Budrow, Custodian
  - Anna Hansard, Director of Web Services
  - Kevin McIntosh, Buyer
  - Caleb Carter, Facility Technician

- Theresa Williams, Secretary
- Rachel Lewis, Secretary
- Randall Schofield, Facility Technician
- The following retirees were recognized for their years of service:
  - Lisa Jackson, Secretary, 16 years
  - David Webb, Facility Technician, 38 years
  - Albert Mallast, Craftsman, 47 years
  - Michelle May, Faculty Counselor, 25 years
  - Roberta Board, Custodian, 16 years
  - Cari Rummel, English Faculty, 29 years
  - Mulutin “Luti” Erbeznik, Faculty Teaching, 15 years
  - Tina Wilson, Dental Hygiene Specialist, 40 years
  - Joel Cohen, Faculty Teaching, 53 years
  - Gary Scavnicky, Faculty Teaching Spanish, 47 years
  - Leslie Roberts, Faculty English, 28 years
  - Lawrence “Larry” Kodosky, Faculty, 31 years
  - Kathleen Pfahlert, Student Services Specialist, 19 years

Three retirees attended the meeting to receive their certificates. Ms. Pfahlert commented she loved counseling students and will miss OCC. Ms. Rummel stated it was a privilege to work at OCC all these years. She noted that if you work in education, you have the chance to start over ever 15 weeks, which always made it interesting. Chancellor Provenzano noted that Mr. Mallast shared with him earlier that he had three generations of OCC employees in his family.
- Employer of Choice
  - Claude Townsend, Automobile Servicing, Engineering, Manufacturing and Industrial Technologies Faculty, has been selected for the TRENDS Outstanding Educator award
  - Stacey Crews, Dean of Student Services at Royal Oak and Southfield, was appointed to the Hazel Park Promise Zone Board, and was also recently presented the UpSkilling Detroit: The Kelly Certification Institute panel
  - Jessica Dietz, Photo Lab Paraprofessional, was awarded the Dorothy Lamming Scholarship by the Graduate Studies Committee at Eastern Michigan University
  - Beverly Stanbrough, Dean of College Readiness, presented at the League for Innovation in the Community College
  - Marc Thomas, Dean of Teaching Excellence, has published a book chapter “International Education and the Global Pandemic in Community College: Reflections and Best Practices” in *International Students at US Community College: Opportunities, Challenges, and Success*
  - Tony Baracco, History and Social Science Faculty, received a Certificate of Appreciation from the Vice-Rector for International Affairs of Tecnológico de Monterrey in Mexico
  - Shelley Larson, Communications Faculty, was recognized by the Michigan Supreme Court for her contributions as a mediator for the Community Dispute Resolution Program during the pandemic
  - Sarah Lemelin, ESL Faculty, was awarded a Curriculum Development Grant for faculty at Community Colleges and Minority-Servicing Institutions from the European Union Center at the University of Illinois
- College of Choice
  - Nicole Sanders, Student Service Specialist at Highland Lakes Campus, assisted a student with learning disabilities who just wants to experience college life, to choose the right courses to help her achieve that goal. The student’s mother praised Ms. Sanders for the knowledge, kindness, and ability to make them want to be a part of OCC.

- Faculty members Johanna Balk and Jeff Farah along with the Dean and Associate Dean of Student Services Jahquan Hawkins and Nicole Willis, mentor and guide the Phi Theta Kappa Auburn Hills Chapter, which received a \$1,000 Honors in Action Grant in August
- OCC has earned “Gold Status” from the Michigan Veterans Affairs Agency for the sixth consecutive year, with a thank you to Wilma Porter, Sandra Strong, and Jeff Arnold for their leadership
- On September 24, U.S. Secretary of Education Miguel Cardona and First Lady Jill Biden visited the Royal Oak Campus for their weeklong “Return to School Road Trip. They were joined by Congressman Andy Levin.
- Student Welcome Back Week was held in September at all five campuses to engage and help students become part of campus life, learn about resources available to them, and meet fellow students. COVID-19 vaccinations were provided by Oakland County at each of these events.
- Congratulations to Provost Jennifer Berne and Trustee Susan Gibson on their participation in the *Detroit Free Press* marathon this past Sunday. Dr. Berne completed her 26<sup>th</sup> full marathon, and Trustee Gibson placed second in the half-marathon. It was also pointed out that Faculty Business Instructor Meg Lambert also ran the marathon. Again, congratulations to the three of them.
- Lastly, the Chancellor presented Trustee Pamala Davis with a pin from the MCCA recognizing her for the 25 years of service she has given to OCC as a Board member. In total, Trustee Davis has served on the Board for 27 years.  
(Report on file)

## 8. INFORMATION ITEMS (item moved per amended agenda)

8.1 Vice Chancellor for Administrative Services Bobbie Remias introduced the Plante Moran representatives to report on OCC’s 2020-2021 annual audit. Dana Coomes, a Partner with Plante Moran, thanked the OCC staff for their assistance with the audit. She was pleased to report that OCC received an unmodified opinion, which is the best one can receive in an audit. Plante Moran auditor Marisa Koppel commented there were no findings in the audit procedures.

Controller Sharon Converse shared a PP presentation. She commented on the following:

- Awards received by the Finance Department this year include the Certificate of Achievement for Excellence in Financial Reporting (6<sup>th</sup> year), the Award for Outstanding Achievement in Popular Annual Financial Reporting (3<sup>rd</sup> year), and the Distinguished Budget Presentation Award for June 30, 2021-2025 budget document (3<sup>rd</sup> year).
- OCC received three HEERF grants totaling \$52.6 million with \$21.9 million for student awards and \$30.7 million for institutional relief. The total spent as of June 30, 2021 equals \$7.5 million for student awards and \$16.9 million for institutional relief.
- Revenues and Expenses were reviewed, as well as a ten-year trend for both Revenues and Expenses.

Ms. Remias provided updates on:

- Glimpses into 2022 and Beyond increasing:
  - Technological knowledge and capabilities
  - Ability to provide additional learning modalities
  - Ability to work, teach, and learn remotely
  - Ability to react to changing student needs/behaviors
  - Ability to provide whatever is needed for the education our students want and need
- Balanced 5-year Operating Budget and Forecast

- 5-Year Capital Plan to include:
  - Completion of Auburn Hills C Building – science & CIS
  - Royal Oak E Building Culinary Institute (construction to being Fall 2022)
  - Auburn Hills A&T Skilled Trades and Industrial Building

Ms. Remias thanked the Audit Committee members, who include Susan Anderson, Pamela Jackson, Christine O’Sullivan, Helen Kieba-Tolksdorf, Steve Doil, Tina Kostiuk, and John McCulloch, as well as Controller Sharon Converse and the Finance team.

Audit Committee Chair Susan Anderson congratulated and thanked the team, noting they did a great job as usual and everything went very smoothly.

Trustee Anderson MOVED the Board of Trustees receive and file the 2020-2021 Annual Audit. Trustee Gibson seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Gibson, Jackson, O’Sullivan

NAYS: None  
(Report on file)

Motion Carried

#### 5.5. Board of Trustees Self-Evaluation

Chair Jackson provided an overview of the trustees’ self-evaluation having rated themselves in the following areas:

- Leadership and Policy Role
- Mission and Strategy
- Relationship with the CEO
- Educational Quality
- Community Outreach, Advocacy and Communication
- Fiduciary and Statutory Responsibilities, Sustainability
- Board Development and Engagement

### 6. MONITORING REPORT

#### 6.1 Summer 2021 Monitoring Report

F – INFORMATION

Chief Strategy Officer Dr. Steven Simpson introduced IE Project Manager Kristin Carey-Li, who presented the Summer 2021 Monitoring Report to the Board. Some of the topics addressed included:

- Board Ends
- Summer KPIs
- Enrollment Trends
- Counseling Success Courses
- College Success Skills
- OCC Online Degrees and Certificates
- Looking Ahead

Ms. Carey-Li confirmed that OCC currently has 10 programs where a student can earn a degree online and that another two programs should be available soon. Trustee Davis stated she is thrilled about this, and Chair Jackson also expressed her excitement for the online programs. The Chancellor confirmed with Ms. Carey-Li that in a year from now we may have 20 to 22 online programs. Chair Jackson thanked the faculty and the technology teams who are putting these programs together.

Chair Jackson inquired if any of the returning students were Michigan Reconnect students, and Ms. Carey-Li confirmed that there were returning students who were taking advantage of the online programs.

Trustee Anderson asked in regards to the course success, how do you track the reasons why? Ms. Carey-Li replied that students are talked to and surveyed, there are focus groups, they look at the courses where it is occurring, and at the research. Some students thrived with online learning stating they couldn't have taken classes without it, and other students did not find it acceptable. Ms. Li confirmed that faculty and counselors are reaching out to students who are having difficulties.

Trustee Davis inquired if we are still handing out laptops. Vice Chancellor for Administrative Services Bobbie Remias confirmed that over 4,000 laptops were given to students during the Fall and Winter terms, but the program is now over.

Trustee Davis MOVED to receive and file the Summer 2021 Monitoring Report. Trustee O'Sullivan seconded.

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

NAYS: None  
(Report on file)

Motion Carried

## 7. ACTION ITEMS

### 7.1 Board of Trustees 2022 Regular Meeting and Conference Schedule

G – ACTION

Chair Jackson asked for a motion for the Board of Trustees to approve the January to December 2022 Board of Trustees Regular Meeting and Conference Schedule proposed to the Board. Trustee O'Sullivan so MOVED, and Trustee Davis seconded.

The trustees discussed several items regarding the schedule, including meeting location, a start-time of 6:00 p.m., and adding the AACC conference to the schedule. It was also confirmed all regular meetings are videotaped.

Trustee Anderson MOVED to postpone the 2022 Regular Meeting and Conference Schedule to the November 16, 2021 Board meeting. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

### 7.2 Proposed New Board Policies, Amended and New Bylaws (second reading)

H – ACTION

Chair Jackson asked for a motion that the Board of Trustees postpone the second reading of the following proposed new Board Policies and amended and new Bylaws to the November 16, 2021 Board meeting.

- Freedom of Speech and Expression Policy
- Freedom of Information Act Policy
- Amended Trustee Vacancy Bylaw Article II Section 7
- New Bylaw Cancelling Board Meetings Article IV Section 4.i.

Trustee Davis so MOVED, and Trustee O'Sullivan seconded.

Trustee Bryant, Chair of the Policy Committee, stated she and the other committee members Pam Jackson and Susan Gibson, who were all appointed to this committee, met several times over the summer with the Chancellor and Vice Chancellor for Legal Affairs Eileen Husband. She said it was under the advice of

Ms. Husband these items were brought to the committee. Trustee Bryant suggested if anyone feels uncomfortable with some of the language, the committee can hold another meeting to further discuss the documents and any suggested changes.

Trustee Anderson stated the trustee vacancy policy was too convoluted. Having done research of her own, she couldn't find other colleges with similar language and feels the language is too restrictive. She stated the trustees would be tying their hands, as well as future Boards, with all of the restrictions.

Trustee O'Sullivan inquired as to the application interested parties were to complete. Chancellor Provenzano responded the application has not yet been drafted, and stated it would probably be too much policy detail. Ms. O'Sullivan suggested contacting the runner up from the previous election to fill the vacancy.

Trustee Davis doesn't care for the proposed vacancy policy as it is very complicated, and doesn't understand why after two years later of addressing the policy we want to do so again. She agreed with Trustee O'Sullivan about contacting the runner-up candidate from the previous election to serve.

Ms. Husband stated we can postpone addressing this matter tonight and have the committee meet again before the November 16 meeting. Trustee Davis said she will write a policy and give it to Ms. Husband and the Board Chair.

Trustee Anderson stated based on her research most every other community college has the same language that we currently have, even though they may have an application process in mind. The policy is very simple and very straight forward on what they will do.

Trustee Bertolini asked Trustee Anderson if any other institution's vacancy policy states to reach out to the previous election candidate. Trustee Anderson responded that she did not come across any such policy. Ms. Bertolini said she believes legal counsel is looking out for the best interest of the College, as well as to protect the College. This policy is a road map. The Board has 30 days in which to fill the vacancy. If not, the Intermediate School District will appoint an individual. As Ms. Bertolini believes the ISD's choice would be education-minded, that may not be so bad.

Ms. Husband noted the Michigan Community College Act does not have a process. She recommends the Board adopt a process, but it doesn't have to be a detailed bylaw. The next step should take into consideration tonight's discussion, as well as any future trustee recommendations.

Trustee Bryant inquired if there was a concern with any of the other policies and bylaws. Trustee Davis responded she would like the cancelling of Board meetings policy changed to everyone receiving two cancellation alerts, as opposed to one. Trustees Anderson and O'Sullivan agree.

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

NAYS: None

Motion Carried

It was decided any edits to these documents be submitted to Trustee Bryant and Ms. Husband by next Tuesday, October 26.

**8. INFORMATION ITEMS** (item moved under 5.4 Chancellor's Comments per amended agenda)

Chair Jackson 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 Bryant so MOVED, and Trustee Anderson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 8:48 p.m.

The Board returned to open session at 9:31 p.m.

Trustee Davis MOVED the Board of Trustees confer as merit pay a sum equal to the bonus the Chancellor earned per his contract as a result of his evaluation. Trustee Gibson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

Trustee Davis said she is very proud to be part of OCC for the way the Chancellor is handling everything, especially during the pandemic.

**9. BOARD COMMENTS**

Trustee Davis expressed her disappointment with how the Board retreat meeting was handled. As Trustee Davis was unable to attend the retreat, she had requested the Board Chair postpone the first reading of the proposed new and edited policies and bylaws as she just received the policies a few days beforehand and required additional time to review them. The motion was made to postpone at the retreat, but received no second and therefore failed. Trustee Davis said the Board Chair does not make unilateral decisions and shouldn't influence the opinions of the other trustees on how to vote. She also expressed disappointment with Vice Chair Bertolini for her trying to police the other trustees.

Chair Jackson stated she promised Trustee Davis she would bring the motion forward at the retreat, which she did, but she did not influence the other trustees on how to vote.

Trustee Bryant, who is the Chair of the Policy Committee, stated the committee worked all summer on this and what is the point of having documents prepared if they can't be discussed.

Trustee Anderson expressed she did not see what the rush was to address this matter as opposed to postponing to the October Board meeting, especially since the trustees did not receive the documentation until Wednesday night. She stated she found it disturbing the way this motion was handled.

Ms. Husband stated the documentation was sent as a courtesy. Normally, it would first be presented at the meeting for explanation and discussion. Trustee Davis stated she thought the trustees were to have the documents to review prior to the first reading at the meeting.

Trustee Bryant reiterated as the committee had met several times throughout the summer, she didn't understand why the trustees couldn't proceed with the first reading and keep the process moving along.

Chair Jackson apologized if there was any misinterpretation as to her intentions.

Trustee Bryant thanked the Chancellor for his glowing work. Mr. Provenzano thanked the Board in return for their support.

## 10. ADJOURNMENT

There being no further business, Chair Jackson asked for a motion to adjourn. Trustee Anderson so MOVED, and Trustee O’Sullivan seconded.

AYES: Anderson, Bertolini, Bryant, Davis, Gibson, Jackson, O’Sullivan

NAYS: None

Motion Carried

The meeting adjourned at 9:53 p.m.

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Cherie A. Foster

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Date

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Pamela S. Jackson, Chair

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Susan Gibson, Secretary



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**ACTION**  
**Board Agenda Item 4.2**  
**November 16, 2021**

**OCTOBER 19, 2021 CLOSED SESSION MINUTES**

These minutes will be distributed at the meeting for approval.



**ACTION**  
**Board Agenda Item 7.1**  
**November 16, 2021**

**BOARD OF TRUSTEES REVISED 2022 REGULAR MEETING**  
**AND CONFERENCE SCHEDULE**

**PROBLEM/NEEDS STATEMENT**

As a public body, Oakland Community College is required to publicly post at its principal office a listing stating the dates, times, and places of all of its regular meetings.

**WHY THIS ACTION IS BEING RECOMMENDED**

In order to comply with the Michigan's Open Meetings Act, the Board of Trustees is being asked to approve the January to December 2022 Regular Meeting and Conference Schedule dates as attached.

**MOTION**

Move the Board of Trustees approve the January to December 2022 Board of Trustees Regular Meeting and Conference Schedule attached hereto.



**BOARD OF TRUSTEES**  
**2022 Regular Meeting and Conference Schedule\***

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January 11, 2022**	AH Campus G240	6:00 p.m.	Regular Meeting
February 15, 2022	AH Campus G240	6:00 p.m.	Regular Meeting
<b>March 24-25, 2022</b>	<b>Montcalm C.C. Sidney</b>	<b>6:00 p.m. to to 3:00 p.m. next day</b>	<b>MCCA Board of Directors Spring Meeting</b>
<b>April 12-14, 2022</b>	<b>Virtual Event</b>	<b>AGB's National Conference on Trusteeship</b>	
April 23, 2022**	AH Campus G240	9:00 a.m. to Noon	Board Retreat
<b>April 30 – May 3, 2022</b>	<b>New York, NY</b>	<b>AACC Annual Conference</b>	
May 17, 2022	AH Campus G240	6:00 p.m.	Regular Meeting
June 21, 2022	AH Campus G240	6:00 p.m.	Regular Meeting
<b>July 27-29, 2022</b>	<b>Traverse City</b>	<b>MCCA Summer Conference</b>	
September 24, 2022**	AH Campus G240	TBD	Board Retreat
<b>Sept. 29-30, 2022</b>	<b>Kirtland C.C. Grayling</b>	<b>6:00 p.m. to 3:00 p.m. next day</b>	<b>MCCA Board of Directors Autumn Meeting</b>
October 18, 2022	TBD	6:00 p.m.	Regular Meeting
<b>October 26-29, 2022</b>	<b>New York, NY</b>	<b>ACCT Leadership Congress</b>	
November 15, 2022	TBD	6:00 p.m.	Regular Meeting

*\*The Board has the right to call additional meetings as needed.*

*\*\*Meeting dates other than the third Tuesday of the month.*



# ACTION

Board Agenda Item 7.2  
November 16, 2021

**PROPOSED NEW BOARD POLICIES, AMENDED  
AND NEW BYLAW, AND PROCEDURE**  
**(Second Reading)**

## PROBLEM/NEEDS STATEMENT

The following new Board Policies and amended and new Bylaws (collectively “proposed policies and bylaws”) were proposed for first reading by the Board Policy Committee at the Board of Trustees’ September 18, 2021 Special Meeting/Retreat.

- Freedom of Speech and Expression Policy
- Freedom of Information Act Policy
- Amended Trustee Vacancy Bylaw Article II Section 7
- New Bylaw Cancelling Board Meetings Article IV Section 4.i.

During the October 19 Board meeting to address the second reading, the Board passed a motion to postpone the second reading to the November 16 Board meeting.

The purpose of the second reading (Board Policy 1.4 Policy Creation and Review) is to provide final public comment followed by potential Board action regarding the following:

- Freedom of Speech and Expression Policy
- Freedom of Information Act Policy
- Amended Trustee Vacancy Bylaw Article II Section 7, Trustee Vacancy Policy, and Procedural Guide for Filling Trustee Vacancy
- New Bylaw Cancelling Board Meetings Article IV Section 4.i.

## MOTION

Move the Board of Trustees adopt, upon completion of today’s second reading, the Freedom of Speech and Expression Policy. The new policy shall supersede any previously existing policies and procedures on the same subject matter. To the extent the language of the policy conflicts with any portion of any other previously existing policy or procedure, the new language shall control.

## **MOTION**

Move the Board of Trustees adopt, upon completion of today's second reading, the Freedom of Information Act Policy. The new policy shall supersede any previously existing policies and procedures on the same subject matter. To the extent the language of the policy conflicts with any portion of any other previously existing policy or procedure, the new language shall control.

## **MOTION**

Move the Board of Trustees adopt, upon completion of today's second reading, the amended Trustee Vacancy Bylaw Article II Section 7 Trustee Vacancy, the Trustee Vacancy Policy, and the Procedural Guide For Filling Trustee Vacancy. To the extent the language of this amended bylaw, policy or procedure conflict with any portion of any other previously existing bylaw, policy and/or procedure, the new language shall control.

## **MOTION**

Move the Board of Trustees adopt, upon completion of today's second reading, the new bylaw Cancelling Board Meetings Article IV Section 4.i. To the extent the language of this amended bylaw conflicts with any portion of any other previously existing bylaw, policy and/or procedure, the new bylaw language shall control.

(Proposed amended Bylaw, Policies, and Procedure will be submitted to the Board prior to the meeting.)



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# INFORMATION

Board Agenda Item 8.1  
November 16, 2021

QUARTERLY FINANCE REPORT  
For the Quarter Ended September 30, 2021



## INTRODUCTION

Oakland Community College is a public, non-profit educational institution operating five academic campuses. The academic services of the College are provided during semesters and the majority of the expenditures follow the semesters– 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, 2021

This report includes year-to-date information as of the 1st quarter of the fiscal year and reflects financial activity from July 1, 2021 to September 30, 2021.

### FINANCIAL HIGHLIGHTS

#### Revenues:

In the General Fund, the College recorded total revenues of \$64,799,221 (column 3) compared to \$67,728,475 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$785,396 (column 3) compared to \$451,921 (column 4) at the end of the same quarter last year. In Auxiliary Funds, the College recorded total revenues of \$1,555,086 (column 3) compared to \$1,364,284 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$44,998,667 (column 3) compared to \$45,586,201 (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 slightly lower than fiscal year 2021 at quarter end but are projected to be slightly higher in fiscal year 2022. For fiscal year 2022 and beyond, the College will continue to closely monitor any impact of COVID-19 on property tax values and tax revenues.

Tuition and Fees: The total amount is \$17,954,352 (column 3) compared to \$19,189,460 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2021 was down compared to budgeted headcount and credit hours. In the Designated Funds, tuition and fees have been impacted by COVID-19 and campus closures but have started to increase with more offerings

and a return to campus for all students in fall 2021. Tuition and fees for economic and workforce development programs in the Designated Funds are \$730,558 (column 3) at the end of the 1<sup>st</sup> quarter compared to \$424,909 (column 4) at the end of the same quarter last year.

Auxiliary Activities: The total amount is \$1,553,655 (column 3) compared to \$1,351,204 (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 have been the greatest impact on fiscal year 2021 sales revenues. A return to campus for the fall 2021 resulted in increased revenues compared to 2021.

## **Expenditures:**

The College recorded total expenditures in the General Fund of \$26,285,619 (column 3) compared to \$26,321,649 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$881,518 (column 3) compared to \$814,934 (column 4) as of the end of the same quarter last year. In the Auxiliary Funds, the College recorded total expenditures of \$1,417,931 (column 3) compared to \$1,353,731 (column 4) as of the end of the same quarter last year.

Employee Salaries and Wages: The amount is \$12,988,942 (column 3) compared to \$13,425,576 (column 4) as of the end of the same quarter last year in the General Fund. This decrease is a result of a shift in some general fund salary expenses over to the restricted CARES/HEERF grants.

Benefits: The amount is \$6,419,326 (column 3) compared to \$6,222,030 (column 4) as of the end of the same quarter last year in the General Fund.

Other Operating Expenses: In the General Fund, other operating expenses \$5,881,604 (column 3) are slightly higher than year to date as of the same quarter last year \$5,614,568 (column 4). In the Auxiliary Fund the amount is \$1,169,517 (column 3) compared to \$1,041,220 (column 4) as of the end of the same quarter last year. This increase is a result of an increase in cost of goods sold in the campus bookstores.

## **SUMMARY:**

The past eighteen months were challenging but through hard work and collaboration, the College successfully operated throughout a global pandemic. Overall revenue is forecasted to be higher in 2022 than 2021. The College will continue closely monitoring the impact of the pandemic as the new fiscal year begins, monitoring both revenue and expenditures of the College and taking cost-cutting measures where appropriate as well as fully utilizing the federal HEERF grant to address the needs of the College related to the pandemic.



**GENERAL FUND BUDGET STATUS REPORT**  
**For the Quarter Ended September 30, 2021**

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
<b>REVENUES:</b>				
Property Taxes	\$ 93,600,000	\$ 44,998,667	\$ 45,586,201	48.08%
State Appropriations	25,860,000	53,515	53,168	0.21%
Tuition & Fees	41,018,897	17,954,352	19,189,460	43.77%
Investment Income	6,800,000	1,553,700	2,692,431	22.85%
Miscellaneous Revenue	893,760	238,987	207,215	26.74%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 168,172,657</b>	<b>\$ 64,799,221</b>	<b>\$ 67,728,475</b>	<b>38.53%</b>
<b>EXPENDITURES:</b>				
Employee Salaries and Wages	\$ 70,990,766	\$ 12,988,942	\$ 13,425,576	18.30%
Fringe Benefits	34,950,256	6,419,326	6,222,030	18.37%
Contracted Temporary Personnel	2,621,501	393,606	464,803	15.01%
Utilities	4,191,871	602,141	594,672	14.36%
Other Operating Expenses	23,790,341	5,881,604	5,614,568	24.72%
<b>TOTAL EXPENDITURES</b>	<b>\$ 136,544,735</b>	<b>\$ 26,285,619</b>	<b>\$ 26,321,649</b>	<b>19.25%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	-
Transfer (to) from Loan Fund	-	-	-	-
Transfer (to) from Auxiliary Fund	-	-	-	-
Transfer (to) from Endowment/Restricted	(400,000)	-	-	0.00%
Transfer (to) from Plant Fund	(25,000,000)	-	-	0.00%
All Other Transfers	(3,536,321)	-	-	0.00%
<b>TOTAL TRANSFERS</b>	<b>\$ (28,936,321)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



**DESIGNATED FUND BUDGET STATUS REPORT**  
**For the Quarter Ended September 30, 2021**

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ -	\$ -	-
State Appropriations	-	-	-	-
Tuition & Fees	3,072,253	730,558	424,909	23.78%
Investment Income	-	-	-	-
Miscellaneous Revenue	257,669	54,838	27,012	21.28%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 3,329,922</b>	<b>\$ 785,396</b>	<b>\$ 451,921</b>	<b>23.59%</b>
<b>EXPENDITURES:</b>				
Employee Salaries and Wages	\$ 2,649,446	\$ 492,082	\$ 470,314	18.57%
Fringe Benefits	1,303,968	217,731	192,342	16.70%
Contracted Temporary Personnel	1,744,256	79,820	44,850	4.58%
Utilities	-	-	-	-
Other Operating Expenses	1,286,573	91,885	107,428	7.14%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,984,243</b>	<b>\$ 881,518</b>	<b>\$ 814,934</b>	<b>12.62%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ 3,536,321	\$ -	\$ -	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	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>\$ 3,536,321</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



**AUXILIARY FUND BUDGET STATUS REPORT**  
**For the Quarter Ended September 30, 2021**

(1)	(2)	(3)	(4)	(5)
	TOTAL REVENUES BUDGET	REVENUES YTD	PRIOR YTD REVENUES	YTD PERCENT OF REVENUES RECOGNIZED
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ -	\$ -	-
State Appropriations	-	-	-	-
Tuition & Fees	-	-	-	-
Auxiliary Activities	4,176,015	1,553,655	1,351,204	37.20%
Investment Income	-	-	-	-
Miscellaneous Revenue	7,400	1,431	13,080	19.33%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 4,183,415</b>	<b>\$ 1,555,086</b>	<b>\$ 1,364,284</b>	<b>37.17%</b>
<b>EXPENDITURES:</b>				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
Employee Salaries and Wages	\$ 957,800	\$ 150,894	\$ 190,969	15.75%
Fringe Benefits	528,675	75,388	99,651	14.26%
Contracted Temporary Personnel	50,470	22,132	21,891	43.85%
Utilities	-	-	-	-
Other Operating Expenses	3,374,609	1,169,517	1,041,220	34.66%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,911,554</b>	<b>\$ 1,417,931</b>	<b>\$ 1,353,731</b>	<b>28.87%</b>
<b>TRANSFERS:</b>				
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	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>



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# INFORMATION

Board Agenda Item 8.2  
November 16, 2021

**COLLEGE FACILITIES QUARTERLY REPORT**  
**For the Quarter Ending September 30, 2021**

# 2021 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: September 30, 2021

Project ID	Project Name	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
AH21-002	G-240 Conference Room Update	\$200,000.00	\$0.00	\$200,000.00	1		\$200,000.00
AH21-004	Exterior Signage Upgrade Project	\$1,284,801.00	\$0.00	\$1,284,801.00	1		\$1,284,801.00
AH22-004	AH Bldgs. A & T Programming	\$0.00	\$283,950.00	\$283,950.00	1		\$283,950.00
CW19-006	CCTV Enhancements	\$435,000.00	\$0.00	\$435,000.00	1		\$435,000.00
CW21-003	Paving, Catch Basins & Sidewalk	\$400,000.00	\$0.00	\$400,000.00	1		\$400,000.00
HL22-003	Master Planning	\$80,000.00	\$25,000.00	\$105,000.00	1		\$105,000.00
OR20-011	Building M West Lobby Reconfiguration	\$99,389.00	\$0.00	\$99,389.00	1		\$99,389.00
OR21-002	L Building Renovation	\$4,990,000.00	\$0.00	\$4,990,000.00	1	\$3,493.80	\$4,986,506.20
OR21-012	Parking Lot Improvements	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
OR22-004	Bldg. J Video Studio Study	\$0.00	\$30,000.00	\$30,000.00	1		\$30,000.00
RO20-002	RO Building & Power Plant	\$10,416,789.00	\$0.00	\$10,416,789.00	1	\$38,250.00	\$10,378,539.00
RO22-004	Building E	\$50,000,000.00	\$0.00	\$50,000,000.00	1		\$50,000,000.00
CW22-010	Roof Repairs and Preventive Maintenance	\$0.00	\$25,000.00	\$25,000.00	2		\$25,000.00
RO21-002	Parking Deck Fire Protection System Evaluation	\$50,000.00	\$0.00	\$50,000.00	2		\$50,000.00
SF19-004	Chiller Study	\$160,590.00	\$0.00	\$160,590.00	2		\$160,590.00
SF21-003	Parking Lot Fixture Upgrades	\$200,000.00	\$0.00	\$200,000.00	2		\$200,000.00
SF22-004	Chiller Plant Upgrade	\$1,200,000.00	\$0.00	\$1,200,000.00	2		\$1,200,000.00
OR20-012	Door Replacements	\$319,545.00	\$0.00	\$319,545.00	3		\$319,545.00
OR21-005	Building E Compressor Installation	\$78,044.00	\$0.00	\$78,044.00	3		\$78,044.00
OR22-006	Bldg. J Partial Roof Replacement	\$0.00	\$100,000.00	\$100,000.00	3		\$100,000.00
AH-CW17-003	Interior Door Hardware Renovation	\$718,305.00	\$0.00	\$718,305.00	4	\$1,922.50	\$716,382.50
AH18-009	Building C	\$16,590,217.00	\$0.00	\$16,590,217.00	4	\$2,238,208.13	\$14,352,008.87
AH21-003	C Building Roof Replacement	\$750,000.00	\$0.00	\$750,000.00	4	\$232,414.74	\$517,585.26
AH21-005	Building B Foundation Restoration	\$80,000.00	\$80,000.00	\$160,000.00	4	\$37,130.58	\$122,869.42
AH21-006	Building G Furniture Evaluation	\$93,500.00	\$0.00	\$93,500.00	4		\$93,500.00
AH21-009	Campus IT Upgrades	\$25,000.00	\$0.00	\$25,000.00	4		\$25,000.00
AH21-011	Building G Elevator Restoration	\$30,045.60	\$0.00	\$30,045.60	4	\$19,969.60	\$10,076.00
AH22-003	Bldg. B 2nd Floor Commons Carpet Replacement	\$0.00	\$25,000.00	\$25,000.00	4		\$25,000.00
HL19-003	Burner Assembly Replacement, Central Plant	\$517,000.00	\$0.00	\$517,000.00	4	\$224,614.83	\$292,385.17
HL21-003	Parking Lot Improvements	\$200,000.00	\$40,000.00	\$240,000.00	4	\$164,387.21	\$75,612.79
OR19-003	Signage Upgrade, Site Wide	\$505,045.00	\$0.00	\$505,045.00	4		\$505,045.00
OR19-006	Smith Theatre Lighting Upgrade	\$91,230.46	\$0.00	\$91,230.46	4	\$32,731.50	\$58,498.96
OR20-002	Elevator Restoration - J Building	\$1,249,476.00	\$0.00	\$1,249,476.00	4	\$2,860.00	\$1,246,616.00
OR21-003	Parking Lot 1,2,3 Replacement & Reconfiguration	\$4,424,570.00	\$0.00	\$4,424,570.00	4	\$514,829.88	\$3,909,740.12
OR21-011	Elevator Restorations	\$29,804.64	\$0.00	\$29,804.64	4		\$29,804.64
OR22-005	Bldg. L/M Elevator Restoration	\$0.00	\$75,000.00	\$75,000.00	4		\$75,000.00
RO20-004	Market Place & Bookstore Renovation	\$125,549.91	\$32,000.00	\$157,549.91	4	-\$4,349.64	\$161,899.55
RO21-003	Elevator Restorations	\$38,983.68	\$0.00	\$38,983.68	4	\$3,815.52	\$35,168.16
OR17-001	Boiler Replacement	\$200,000.00	\$0.00	\$200,000.00	5	\$1,673.00	\$198,327.00
OR21-004	Building F/G Elevator Restoration	\$601,552.00	\$0.00	\$601,552.00	5		\$601,552.00
AH17-001	Building A Study	\$283,950.00	-\$283,950.00	\$0.00			\$0.00
AH22-001	Site Work & Small Projects	\$250,000.00	\$0.00	\$250,000.00			\$250,000.00
AH22-002	Building F Rooftop Unit Replacement	\$300,000.00	\$0.00	\$300,000.00			\$300,000.00
CW22-001	Construction Management Core Staff	\$400,000.00	\$0.00	\$400,000.00		\$64,611.14	\$335,388.86
CW22-002	Restroom Upgrades	\$500,000.00	\$0.00	\$500,000.00			\$500,000.00
CW22-003	Parking Lot Fixture Upgrades	\$100,000.00	\$0.00	\$100,000.00			\$100,000.00
CW22-004	Elevator Restoration Program	\$500,000.00	-\$75,000.00	\$425,000.00			\$425,000.00
CW22-005	Infrastructure Evaluation	\$400,000.00	\$0.00	\$400,000.00			\$400,000.00
CW22-006	Carpet/Flooring Replacement	\$200,000.00	-\$25,000.00	\$175,000.00			\$175,000.00
CW22-007	Roof Upgrades	\$1,000,000.00	-\$125,000.00	\$875,000.00			\$875,000.00
CW22-008	Paving, Catch Basins & Sidewalk Restorations	\$1,000,000.00	\$0.00	\$1,000,000.00			\$1,000,000.00
CW22-998	Academic/Campus Enhancements	\$1,000,000.00	-\$55,000.00	\$945,000.00			\$945,000.00
CW22-999	Emerging Needs / Contingency / Emergency Repair	\$1,000,000.00	-\$230,000.00	\$770,000.00			\$770,000.00
DO22-001	Site Work & Small Projects	\$100,000.00	\$0.00	\$100,000.00			\$100,000.00
HL22-001	Site Work & Small Projects	\$150,000.00	-\$40,000.00	\$110,000.00			\$110,000.00
HL22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00			\$150,000.00
OR22-001	Site Work & Small Projects	\$500,000.00	\$0.00	\$500,000.00			\$500,000.00
OR22-002	Interior Hardware Renovation	\$1,000,000.00	\$0.00	\$1,000,000.00			\$1,000,000.00
OR22-003	M Building Second Floor Renovation	\$750,000.00	\$0.00	\$750,000.00			\$750,000.00
RO22-001	Site Work & Small Projects	\$150,000.00	-\$32,000.00	\$118,000.00			\$118,000.00
RO22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00			\$150,000.00
RO22-003	Parking Structure Evaluation	\$50,000.00	\$0.00	\$50,000.00			\$50,000.00
SF22-001	Site Work & Small Projects	\$100,000.00	\$0.00	\$100,000.00			\$100,000.00
SF22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00			\$150,000.00
SF22-003	Master Planning	\$50,000.00	\$0.00	\$50,000.00			\$50,000.00
	<b>Grand Total</b>	<b>\$106,468,387.29</b>	<b>\$0.00</b>	<b>\$106,468,387.29</b>		<b>\$3,576,562.79</b>	<b>\$102,891,824.50</b>

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



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# INFORMATION

**Board Agenda Item 8.3**  
**November 16, 2021**

**INFORMATION TECHNOLOGY QUARTERLY REPORT**  
**July 1 to September 30, 2021**

# Quarterly Status Report as of September 30, 2021

Select a Quarter End Date to view the Report:

September 30, 2021 ▼

Description	Location	Status	Progress	2021-22 Budget \$	2021-22 Committed Costs	2021-22 Balance	Multi-year Project
Campus Server Replacement	CW	Complete		\$100,000	\$98,208	\$1,792	1
Chosen Name	CW	Complete		\$0	\$0	\$0	1
Communication and Collaboration tools	CW	Complete		\$150,000	\$150,000	\$0	1
COVID-19 Screening App	CW	Complete		\$0	\$0	\$0	1
DocuSign	CW	Complete		\$75,000	\$54,000	\$21,000	1
E Doc and E Workflows	CW	Deferred		\$160,000	\$138,250	\$21,750	1
Ellucian Ethos	CW	Complete		\$0	\$0	\$0	1
Ellucian Experience	CW	Definition		\$0	\$0	\$0	1
Network Edge Replacement	CW	Complete		\$1,550,000	\$1,550,000	\$0	1
Recruit Backup	CW	Definition		\$50,000	\$45,600	\$4,400	1
Text Aggregator	CW	Complete		\$50,000	\$12,051	\$37,949	1
VDI	CW	Complete		\$1,000,000	\$1,000,000	\$0	5
Wayfinding	CW	Implementation		\$367,855	\$367,865	(\$10)	1
Web Advisor to Self-Service Migration	CW	Implementation		\$100,000	\$29,500	\$70,500	1
Wireless Network Upgrade	CW	Definition		\$851,799	\$851,799	\$0	1
<b>Totals</b>				<b>\$4,454,654</b>	<b>\$4,297,273</b>	<b>\$157,381</b>	

## IT Capital Project Descriptions

### **Campus Server Replacement**

This refers to servers and disk storage installed on our campuses used to manage printer queues, host campus specific 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.

### **Ellucian Ethos**

Ethos is a standardized data model with published Application Programming Interfaces (APIs) that enables easier integrations between our Colleague Student Information System and other OCC systems and 3rd party applications.

### **Ellucian Experience**

This new user interface offers each student a personalized dashboard to check classes, grades and schedules, and stay up to date on financial aid, for example. Integrating with both Ellucian and non-Ellucian solutions, Ellucian Experience provides instant access to content and real-time data using individual configurable "cards". Experience will also support real time wayfinding for our students to navigate our campuses.

### **Network Edge Replacement**

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

### **Recruit Backup**

This project captures prospective student data from our online admissions system, CRM-Recruit, passing it to our Institutional Effectiveness platform making it available for analysis and follow up with students who apply but do not enroll.

### **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.

### **Wayfinding**

The convergence of our wireless network upgrade, Ellucian Ethos, Ellucian Experience, and a 3<sup>rd</sup> party Ellucian partner will enable students and community patrons to be guided through our campuses using turn by turn navigation provided on their mobile devices.

### **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.

### **Wireless Network Upgrade**

This project involves replacing and upgrading our campus wireless network (Wi-Fi) components improving coverage, speed, capacity, and security while enabling new services including Wayfinding.



OAKLAND COMMUNITY COLLEGE®  
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# INFORMATION

Board Agenda Item 8.4  
November 16, 2021

**OCC FOUNDATION REPORT**  
**QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS**  
**January 1 to September 30, 2021**

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 2021 calendar year, the Foundation raised \$447,407.56 from 285 donors toward its goal of \$501,000 from 433 donors, a 17.6% increase over our average result through the third quarter of the past three years. The number of donors increased 20.6% over the three-year average. Projections to year-end suggest 2021 will be the third or fourth best fundraising year in the Foundation's history, in spite of a continuing trend of fewer donors than originally expected.

At its September Annual Meeting, the Foundation Board of Directors welcomed one new member, Dr. Nicholas Abid. Dr. Abid is a 1971 OCC graduate, our first recipient of the Outstanding Alumni Award in 1994, and a noted behavioral health specialist. In addition, Directors Richard Berkfield, Vincent DeLeonardis, Antoine Joubert, Peter Karadjoff, James O'Riley and Don Schiemann renewed their service for another three-year term.

With leadership from Student Services, the Foundation continued two process improvement efforts during this quarter, including the transition to a new scholarship awarding software and the creation of an online application for the Student Success Fund, our rapid response to students in a financial crisis. Both projects are intended to increase student access to the resources of the Foundation.

The Foundation welcomed a new member of the Doris & George Mosher Legacy Society, which recognizes supporters who have named the OCC Foundation as a beneficiary of their will or trust; insurance policy; bank, investment, or retirement account; or other estate-planning vehicles. Ignacia Vazquez is a retired social worker who graduated from OCC in the 1970s. When received, her bequest will create an endowed scholarship for low-income students.



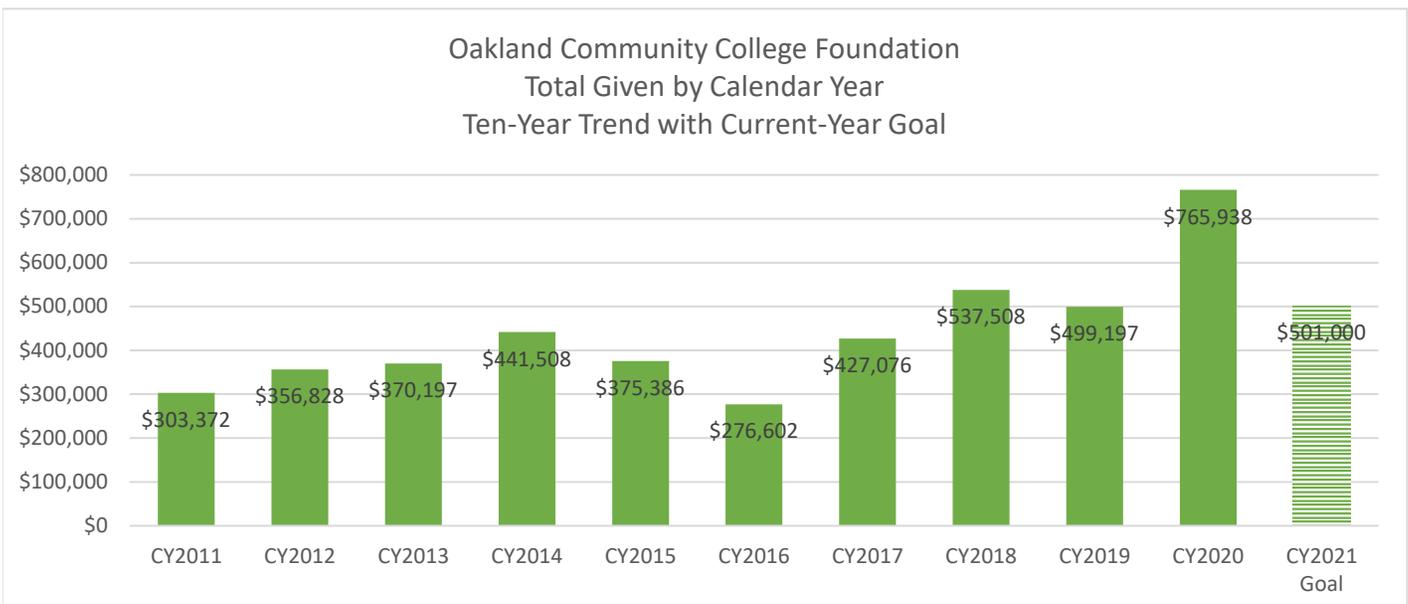
# INFORMATION

Board Agenda Item 8.4  
November 16, 2021

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	CY2020 Actual		CY2021 Goals		CY2021 Actual td		% of Goal	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Total</b>	<b>412</b>	<b>\$765,938</b>	<b>433</b>	<b>\$501,000</b>	<b>285</b>	<b>\$447,408</b>	<b>65.8%</b>	<b>89.3%</b>
<u>Giving Level</u>								
\$100,000 and up	1	\$203,463	1	\$100,000	1	\$100,000	100.0%	100.0%
\$10,000 and up	12	299,161	10	140,000	9	115,206	90.0%	82.3%
\$1,000 to \$9,999	92	199,851	90	200,000	85	185,248	94.4%	92.6%
Under \$1,000	307	63,463	332	61,000	190	46,954	57.2%	77.0%
<u>Retention Status</u>								
Acquired	87	\$51,383	94	\$83,500	90	\$103,370	95.7%	123.8%
Recovered	79	49,115	92	58,000	42	47,633	45.7%	82.1%
Retained	246	665,440	247	359,500	153	296,405	61.9%	82.4%
Retained from Prior Year	58.2%	155.9%	60.0%	46.9%	37.1%	38.7%	61.9%	82.5%





# INFORMATION

Board Agenda Item 8.5  
November 16, 2021

## STRATEGIC PLAN UPDATE

In August, the Board of Trustees and College stakeholders met to conduct a follow-up review of opportunities identified during the College's March retreat. Rachel Lathrop and Joe Petrosky shared a roadmap for how the Institution would continue to explore these opportunities in the coming year. The College also provided an overview of strategic planning.

A couple of highlights from the strategic planning review included the formal closure of several of the FY22 strategic actions. The closure of these projects is so exciting because it represents the official cycle of planning, action, evaluation, and communication. Four of the six FY22 actions will close before the end of the calendar year with each being shared with the school community. There are six FY23 actions currently underway, which include a broad range of institutional needs from the continued expansion of the online portfolio to a comprehensive civility and communication model. Additional and more specific information will be provided with each monitoring report as we continue to view college performance on institutional KPIs as a measure of the strategic planning success.

Two quick operational updates:

Oakland Community College officially began a journey to pursue a Malcolm Baldrige award. While still in its infancy, the Baldrige journey will continue to help solidify a decision-making and operational framework deeply rooted in process, efficiency, and data systems. The first step will be for Dr. Simpson to work with the Executive Council and key College stakeholders to prepare the Institutional Profile. This initial report becomes the foundation from which we will build the larger institutional application. OCC is excited to be able to share the journey with the Board and looks forward to discussing it over the next 2-3 years.

The last operational update is just as last year preparation has begun to conduct the annual strategic planning audit. This will be conducted in January with the report and findings available in February ahead of the April 23 spring retreat. The audit findings will be shared with the Board and through open college-wide meetings in March and April. Six Disciplines remains the contracted third-party firm who will conduct the audit.