



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, January 11, 6:00 p.m., at the Auburn Hills Campus, Room G240, 2900 Featherstone Road, Auburn Hills, Michigan. This meeting will include a closed session, pursuant to MCL 15.268(e) and MCL 15.268(h) to consult with legal counsel and to consider the legal written opinions of counsel regarding trial and/or settlement strategy in connection with the pending lawsuit *Selvia M. Hines v Oakland Community College*, (Case No. 2:21-cv-11904, pending in the U.S. District Court, Eastern District of Michigan, Southern Division), as discussion in an open meeting would have a detrimental financial effect on the litigating or settlement position of the College.

AGENDA

1. CALL TO ORDER

2. ATTENDANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4.1 November 16, 2021 Regular Meeting Minutes

A – ACTION

4.2 November 16, 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 - Apprenticeship Programs

5.4. Chancellor's Comments

5.5. Clery Act and Security Report

6. MONITORING REPORT – no report

7. ACTION ITEMS

7.1 Board Policies, Procedures, and Bylaws (second reading)

C – ACTION

8. INFORMATION ITEMS – none

MOVE INTO CLOSED SESSION

9. BOARD COMMENTS

10. ADJOURNMENT



**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 16, 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 6:34 p.m.

2. ATTENDANCE

ROLL CALL:

Present:

Pamela S. Jackson, Chair
Kathleen A. Bertolini, Vice Chair
Susan E. Anderson, Treasurer
Susan Gibson, Secretary
Christine M. O’Sullivan, Trustee

Absent:

Shirley Bryant, Trustee
Pamala M. Davis, Trustee

3. APPROVAL OF AGENDA

Chair Jackson asked if there were any items to add or remove from the agenda. She stated as both Trustee Bryant, who is the Policy Committee Chair, and Trustee Davis, who has been involved in discussions with some of the items, were unable to be here tonight, she asked for a motion to postpone discussion of agenda item 7.2 Board Policies, Procedures, and Bylaws (second reading) to a future meeting date. Trustee O’Sullivan so MOVED and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

4. APPROVAL OF MINUTES

4.1. October 19, 2021 Regular Meeting Minutes

A – ACTION

Trustee Anderson MOVED to approve the October 19, 2021 Regular Board Meeting Minutes. Trustee Gibson seconded.

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

NAYS: None

Motion Carried

4.2 October 19, 2021 Closed Session Minutes

B – ACTION

Trustee Gibson MOVED to approve the October 19, 2021 Closed Session Minutes. Trustee Bertolini seconded.

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

NAYS: None

Motion Carried

5. COMMUNICATIONS

5.1. Community Comments - none

5.2. Student Government Report

Orchard Ridge Campus Dean of Student Services Robert Spann introduced Student Government Representative Justin Harnack. Mr. Harnack, who is the President of Phi Theta Kappa at Highland Lakes Campus, 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:

- In the process of migrating the academic senate website from the old Infomart site to the MyOCC site, complete with updates, improvements, and separate sites for each of the four campus senates.
- The October CAS meeting featured the first iteration of the new OCC DEIJ monthly report delivered by our new DEIJ Director Kristina Marshall.
- Senate continues to create, discuss, approve, and forward motions related to the Pandemic and its effects on academic matters and the safety of our faculty, students, and staff. To date in Fall 2021, at least six such motions have been delivered to the College. At the December meeting we will be discussing and voting on a seventh motion regarding vaccination/weekly testing mandate. Senate leadership feels strongly that senate is one of the best conduits to communicate clearly to the administration regarding Covid-19 matters at the College.
- A subcommittee of the Distance Learning Committee is developing guidelines and suggestions for a college process to approve degrees, programs and disciplines for fully online deployment.
- Senate is now engaging with the issue of what we call Hyflex (and Lowflex) class delivery modalities. The objective is to create concise definitions for what these mixed delivery modalities should look like at OCC, with an ultimate goal of having them listed clearly in the catalog along with all of the other modalities OCC currently uses – Face-to-Face, Online Asynchronous, Online Synchronous, and Hybrid.

5.3.2. Provost Update

Provost Jennifer Berne commented on some of the great work that is going on in the academic divisions. She presented in no particular order:

From Dean Jolene Chapman (EMIT): OCC has been selected as the next NC3 School on the Rise! The National Coalition of Certification Centers (NC3) is a network of educational providers and corporations that work together to identify skills that students participating in career and technical education programs will need for gainful employment.

From Dean Kayla Leblanc (Distance Education/ATG): ATG will significantly increase its capacity to certify faculty to develop and teach online courses, resulting in potentially an *additional* 200 trained full-time and adjunct faculty by the end of March 2022.

From Dean Kenneth Williams (Mathematics & Sciences): Approximately 75 OCC students took the Math League exam last week on campus. This is an exam sponsored by AMATYC (American Mathematical Association of Two-Year Colleges), and is a nationwide event. Round 1 is held during the fall semester, and round 2 during the spring semester. Students compete both for OCC and individually.

From Dean Marc Thomas (Teaching and Learning Center): Help One More Student Stay – Teaching and Learning Center faculty and staff are working with their colleagues to improve student completion through continuous improvement in teaching excellence. They have two major initiatives:

- Looking at Completion Data. Faculty are reviewing student completion data from their classes looking at how many and which students completed or did not complete.
- Helping One More Student Stay Program where each faculty member is asked and tasked with doing something different to help just one student to complete their NOCC class.

From Dean David Ceci (Public Services and CREST): The Basic Fire Academy 67 graduated 33 students on November 5.

From Dean Thomas Hendricks (Business and Information Technologies): The BUS and CIS disciplines are investigating new programs that are in response to community needs, and the paralegal program is going through accreditation this year.

From Dean Mary Ann Sheble (Learning Resources and Social Sciences): The Human Libraries project is now available via Zoom. The program is people being read as books and they come in and students read them. Students have the experience of learning through people as they would through books. At the November event, students heard from four individuals with stories of surviving domestic violence, being a Transgender woman, living with Alzheimer's, and living with two Traumatic Brain Injuries.

From Dean Kevin Bratton (Social Sciences): Our mental health program is exploding, and we are really proud that we are going to be able to educate mental health professionals for our community in a much needed way.

From Dean Cindy Carbone (Communication, Arts and Humanities): The musical showcase is tomorrow night at the Orchard Ridge Campus. The Back Woods culinary event is Thursday. The jazz band concert is December 2. The photography students have their work displayed for the next three weeks at the Royal Oak Campus.

Dr. Berne concluded the work and leadership of the faculty is often highlighted, but we have a whole team of academic leaders working in academic affairs. These include the Deans and Associate Deans, Directors, Paraprofessionals, Administrative Specialists, Staff in ACCESS, ASC, and Library. She noted her appreciation for their significant work on centering teaching and learning at OCC.

5.4. Chancellor's Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
 - Fran DeLorme, Secretary
 - Michael Kaleita, Laboratory Technician
 - Christina Dedvukaj, Counselor
- The following retiree was recognized for her years of service:
 - Lisa Miller, Bookstore Manager, 32 years
- Employer of Choice
 - Tom Hendricks, Academic Dean of Business and Information Technologies, earned his doctorate from Oakland University
 - Eleonora Bagatelia, Director of Global Education, and Suba Subbarao, English Faculty, presented at the International Virtual Exchange Conference 2021 on October 29
 - David James, English Faculty, published his sixth book, *Wiping Stars from Your Sleeves*
- College of Choice
 - OCC student veterans provided free food packages to veterans and service members
 - Oakland County Fire Training Institute had 32 graduates at its Basic Fire Academy 67 graduation ceremony on November 5
 - Thanks to the Gordon and Betty Moore Foundation and the SETI Institute (part of the NASA Community College Network), OCC is one of 25 community colleges across the country to receive an eVscope telescope. This telescope has image enhancement capabilities and can provide access to 200 times more targets than conventional telescopes.
 - OCC was chosen out of more than 1,000 Certification Centers from around the country for November 2021's NC3 School on the Rise, recognizing the college's hard work and dedication towards Career and Technical Education
 - Our Marketing & Communications team received regional Gold and Bronze Medallion Awards from the National Council for Marketing & Public Relations
 - OCC has a new online portal for self-reporting COVID cases and is available to employees and students
 - The Culinary Institute's Reflections Dining Room officially reopened on November 4 and will be serving on Thursdays through December 9
 - Recent OCC Events include National Apprenticeship Week (Nov. 15-21) where the College is hosting two events to highlight the benefits of Registered Apprenticeships, and OCC's Committee for Diversity, Equity, Inclusion and Justice Retreat (held in October), which a cross-representative team of College employees who participated in activities and conversation intended to move the College forward

(Report on file)

6. **MONITORING REPORT** – no report

7. **ACTION ITEMS**

7.1 Board of Trustees Revised 2022 Regular Meeting and Conference Schedule

C – **ACTION**

Chair Jackson asked for a motion for the Board of Trustees to approve the revised January to December 2022 Board of Trustees Regular Meeting and Conference Schedule proposed to the Board. Trustee Anderson so MOVED, and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

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

D – ACTION

The Board amended the agenda to postpone this item to a future meeting.

8. INFORMATION CONSENT CALENDAR

Chair Jackson asked that item 8.2 College Facilities Quarterly Report be pulled for further discussion.

CONSENT CALENDAR – INFORMATION ITEMS

Chair Jackson asked for a motion to receive and file 8.1, and 8.3 through 8.5. Trustee Bertolini so MOVED, and Trustee O’Sullivan seconded.

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

NAYS: None

Motion Carried

8.1. Finance Quarterly Report

E - INFORMATION

8.3. Information Technology Quarterly Report

G - INFORMATION

8.4. OCC Foundation Quarterly Report

H - INFORMATION

8.5. Strategic Plan Update

I - INFORMATION

(Reports on file)

END OF CONSENT CALENDAR – INFORMATION ITEMS

8.2 College Facilities Quarterly Report

F – INFORMATION

Chair Jackson inquired as to the Status column as to why some of the items are left blank and do not have numbers for their status. Executive Director for Facilities Robert Kelly responded those refer to various projects that are still in consideration, but have not yet been acted upon at this point. In some cases, they are pockets of money used for contingency and other unexpected items.

Chair Jackson asked for a motion to approve 8.2 College Facilities Quarterly Report. Trustee Bertolini so MOVED, and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

(Report on file)

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 Anderson so MOVED, and Trustee Gibson seconded.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 7:06 p.m.

The Board returned to open session at 7:25 p.m.

9. BOARD COMMENTS

Chair Jackson shared that she recently visited someone in the hospital who was being attended to by a nurse who went to OCC. The former student commented that OCC's nursing program was fabulous and all the instructors were great. She said it gives credit to the type of students we produce in our nursing program.

10. ADJOURNMENT

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

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

NAYS: None

Motion Carried

The meeting adjourned at 7:27 p.m.

Cherie A. Foster

Date

Pamela S. Jackson, Chair

Susan Gibson, Secretary

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



OAKLAND COMMUNITY COLLEGE®
Excellence *Empowered.*®

ACTION
Board Agenda Item 4.2
January 11, 2022

NOVEMBER 16, 2021 CLOSED SESSION MINUTES

These minutes will be distributed at the meeting for approval.



ACTION

Board Agenda Item 7.1
January 11, 2022

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.

At the November 16, 2021 meeting, the Board passed a motion to move this item to a future meeting as not all the trustees were in attendance.

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.)



Board Policy

Policy Type:	Board
Policy Title:	Freedom of Speech and Expression
Office Responsible:	Human Resources
Related Policies:	Guidelines on Expressive Activity and Commercial Solicitation

Policy Statement

Oakland Community College is committed to the principles of free speech, and free expression embodied in the 1st Amendment to the Constitution of the United States. These freedoms are central to the College's academic mission and essential to a robust marketplace for the exchange of ideas and the pursuit of knowledge. As such, the College is committed to free and open inquiry, deliberation and debate in all matters. This includes the freedom to speak, listen, write, watch, express oneself artistically, challenge, learn, and otherwise participate in all forms of communication.

The College is an open forum where diverse opinions can be expressed and heard. Differing and competing views may cause discomfort or even offend members of the College community. The belief that an opinion is false, immoral, ill-conceived or even detestable by most members of the College community cannot be grounds for suppression. As such, the College does not impose restraints on speech for these reasons, including the speech of outside speakers.

The College fosters the ability of its community members to engage in open and vigorous deliberation and debate in an effective and responsible manner. The College prohibits speech and expression that violates the law, falsely defames a specific individual, constitutes a genuine threat, violates the College's harassment policies or unjustifiably invades substantial privacy or confidentiality interests. To the extent other policies or rules regulate conduct that may include speech and expression, they are not superceded by this policy. The College may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the institution. These exceptions and regulations are to be narrowly applied and shall not be used in a manner that is inconsistent with the College's commitment to freedom of speech and expression.

Although members of the College community are free to criticize and contest the views of others they may not obstruct or otherwise interfere with the freedom of others to express their views. Consequently, the College will not only promote the vigorous exchange of ideas and viewpoints, but also protect that freedom when others attempt to restrict it.

This policy applies equally to all individuals, groups, and viewpoints and encourages an atmosphere of positive engagement and mutual respect.

The CEO shall implement guidelines for freedom of speech and expressive activity consistent with the above and the First Amendment to the Constitution.

Change Log

XX-XX-2022 Adopted (Reference - Portions adapted from Georgetown University Speech and Expression General Policy)



Board Policy

Policy Type:	Board
Policy Title:	Freedom of Information Act (FOIA)
Office Responsible:	Legal Affairs
Related Policies:	FOIA Administrative Policy and Guidelines; OCC Public FOIA Summary

Policy Statement

In 1976, the Michigan Legislature enacted the Michigan Freedom of Information Act, Act 442 of 1976 (FOIA), to allow persons (except those persons incarcerated in state or local correctional facilities) to have information regarding the operations or activities of government. The Oakland Community College (OCC) Board of Trustees affirms the State of Michigan's commitment to transparency pertaining to the inspection or receipt of non-exempt public records under Michigan's FOIA statute. The CEO shall be responsible for the College's compliance with the Michigan FOIA statute and shall develop, implement, and publish FOIA Procedures and Guidelines and a Public Summary which are hereby adopted by the Board as they may be amended from time to time and which are incorporated into this policy. The CEO shall also designate a FOIA Coordinator as required by the Michigan FOIA statute. The College's FOIA Procedures and Guidelines, Public Summary and other information is available on the [FOIA webpage](#). All FOIA requests should be sent to the FOIA Coordinator at foia@oaklandcc.edu.

Change Log

XX-XX-2022 Adopted

BYLAW – SUGGESTED REVISION

7. Trustee Vacancy

- a. Occurrences and Effective Date of Vacancy -The office of a member of the Board of Trustees shall become vacant immediately without declaration of any officer or any acceptance of the Board of Trustees or its members, upon the death of the incumbent, or their being adjudicated insane or being found to be mentally incompetent by the proper court; their resignation; their removal from office; their conviction of a felony; their election or appointment being declared void by a competent tribunal; their refusal or neglect to file their acceptance of office, or their refusal or neglect to take and subscribe to the constitutional oath of office and deposit the same in the manner and within the time prescribed by law; their ceasing to possess the legal qualifications for holding office including their residence qualification. Resignations shall be in writing and delivered electronically, via U.S. mail, or in person to the Board Chair. Resignations shall be effective immediately upon delivery and may not be withdrawn.
- b. Filling Vacancies – Whenever a vacancy occurs, the remaining members of the Board, by majority vote shall fill the vacancy with a qualified elector of the Community College District within thirty (30) days of the occurrence of a vacancy or other time frame as prescribed by law. The vacated or incumbent Trustee shall not be entitled to vote under any circumstances. All deliberations towards and selection decisions shall take place at a properly noticed public Board Meeting(s) at which a quorum is present and held in accordance with the Michigan Open Meetings Act.
- c. Within three (3) days after the appointment to fill a vacancy, the Board Secretary shall provide written notice of the appointment to the County Clerk. Notice shall include the name, address, and office of the person who vacated and the name of the person filling the vacancy.
- d. Effective Date of Appointment -The appointed Trustee begins serving as a Trustee immediately after being appointed by the Board.
- e. Nature of Appointment - The appointed Trustee shall fill the general board member seat created by the vacancy but not any office held by the vacating Trustee. Vacant officer positions are filled under Bylaw Article III Section. 5 Vacancies of Officers.
- f. Term of Appointment - The appointed Trustee shall hold the general office of Trustee until the next regular Community College District election held for the election of members to the Board of Trustees at which time the electors of the Community College District shall fill the office for the unexpired portion of the term.



Board Policy

Policy Type:	Board Policy
Policy Title:	Trustee Vacancy
Policy Number:	1.18
Office Responsible:	Board
Related Bylaw:	Article II Section 7. Trustee Vacancy
Related Procedure:	Procedural Guide For Filling Trustee Vacancy
Related Laws:	MCL 389.157,158, MCL 168.311 et. seq., MCL 15.261 et. seq.

Policy Statement

Trustee vacancies occurring under Board Bylaw Article II. Trustees, Section 7. Trustee Vacancy or other applicable law, shall be filled using an application, interview, and selection process conducted at a properly noticed public meeting of the Board of Trustees in accordance with the Michigan Open Meetings Act. In the event no qualified applicants apply for the vacancy, the Board shall not be restricted to consideration of those submitting an application. The Board will however, conduct a public interview and selection process of all individuals considered. Accordingly, the Board shall adopt an application, interview, and selection procedure for filling Trustee vacancies consistent with the foregoing, Board Bylaw Article II. Trustees, Section 7. Trustee Vacancy and applicable law.

Change Log

Board Procedure



Procedure Title: Procedural Guide or Filling
Trustee Vacancy

Related Policies: Trustee Vacancy Policy 1.18
Related Bylaw: Article II Section 7. Trustee
Vacancy

Procedure Number: 1.18

Office Responsible: Board of Trustees

Related Laws: MCL 389.157, 158, MCL 168.311
et. seq., MCL 15.261 et. seq.

Procedural Guide for Filling Trustee Vacancy

In accordance with the Board Trustee Vacancy Policy 1.18 the following procedural guide serves as a sample framework for assisting the Board in determining a procedure consistent with Board Bylaw Article II. Trustees, Section 7. Trustee Vacancy, Board Trustee Vacancy Policy 1.18, and applicable law.

Announcing/Posting the Vacancy and Requesting Applications

Upon the occurrence of a vacancy, the Board, as a whole, shall immediately begin the process of announcing/posting the vacancy via the media, the College's website, letters, and other modes of communication and request that interested persons submit an application to the Board Chair. The Board shall also notify, to the extent they exist, the top three individuals receiving the most votes on the last election ballot who were not selected by the County electorate and inform them of the opportunity to apply for the vacancy.

The Board will determine criteria for the position which shall be included in the announcements and postings. The announcements and postings shall provide links to the application with direction on how to submit the application and the deadline for submitting applications. All announcements and application forms shall comply with the Americans With Disabilities Act and the Michigan Persons With Disabilities Act.

The Selection Process

The process for selecting the appointee shall be conducted at a properly noticed public Board meeting(s) at which a quorum is present and held in accordance with the Michigan Open Meetings Act as follows:

1. Selecting Interview Candidates

The Board shall interview all candidates who submit an application and meet the statutory eligibility requirements to hold the office.

2. Interviewing Candidates With Agreed Upon Criteria

The Board shall use agreed upon criteria for determining the successful candidate and use the criteria for formulating interview questions, evaluating responses, noting comments, and facilitating discussion of the candidates. A non-exhaustive list of criteria is attached as a guide per Exhibit A.

Reasonable accommodations will be provided for those with legally protected disabilities.

3. Narrowing the Field To The Top Three Candidates

Following the interviews, Trustees individually list all the candidates they deem acceptable to move forward. Each Trustee publicly announces their list which is recorded in the Board meeting minutes.

The Board Chair and Board Secretary review the lists and tabulate which candidates appear on all the lists or those that at least appear the most, narrowing the results to the top three candidates if at all possible. In the event there is a tie for the third spot, all candidates tied for the third spot will move forward.

The Board Chair announces the top three candidates and facilitates discussion of the candidates by the Trustees.

4. Narrowing the Field To The Top Two Candidates

Following the discussion facilitated by the Board Chair, each Trustee names their first and second choice for the appointment. Each Trustee publicly announces their ranking which is recorded in the Board meeting minutes.

The Board Chair and Board Secretary tally the results and the Board Chair announces the top two candidates.

5. Selecting the Top Candidate

Following further discussion of the top two candidates facilitated by the Board Chair, the Trustees vote for one of the two candidates by roll call vote. The successful candidate must receive a majority of the votes of the remaining Trustees on the Board. In other words, the remaining Trustees on the Board, by majority vote, select one candidate. (MCL 389.158) For example, if one seat of the seven Trustee Board becomes vacant, the Board would need a majority four (4) out of the six (6) remaining members to vote for a specific candidate to fill a vacancy at a meeting at which a quorum is present. So if only four (4) of the remaining Trustees appear at the meeting, the successful candidate must receive all four (4) votes from the Trustees present. In the event one candidate does not receive the majority of the votes of the remaining Trustees on the Board, the Board may, upon receipt and passage of an appropriate motion, discuss the candidates and vote again until one candidate receives a majority of the votes of the remaining Trustees on the Board. Each vote shall be recorded in the Board meeting minutes.

Once a candidate receives at least a majority of the votes of the remaining Trustees on the Board, the Board Chair announces the results of the vote and seeks a motion for appointment of the successful candidate. After support for the motion and discussion, the Trustees vote by roll call vote on the motion.

Each vote shall be recorded in the Board meeting minutes. The motion requires a majority vote of the remaining Trustees on the Board to pass.

Exhibit A Example Trustee Vacancy Criteria	
1. Student Advocate. The candidate demonstrates a belief and true commitment to putting students first, the successful future of all students in the College, and a proven history of advocacy on their behalf.	Comments:
2. Commitment to Public Community College Education. The candidate demonstrates a passion for public community college education, providing a quality education, and is not driven by their own personal agenda or political aspirations.	Comments:
3. Leadership. The candidate demonstrates a passion for moving the College forward, is an innovative collaborative problem solver who is effective in building consensus, is not adverse to change and reform, and committed to transparency in decision making.	Comments:
4. Board Policy Governance Model. The candidate demonstrates an awareness of the Board’s policy governance model and the ability to rely on data and facts in decision making.	Comments:
5. Commitment to DEIJ. The candidate demonstrates a commitment to the values of diversity, equity, inclusion and social justice as it relates to the college community including without limitation students and employees.	Comments:

<p>6. Fiduciary Oversight Role. The candidate demonstrates an understanding of the fiduciary oversight role of a Trustee with the responsibility of determining College priorities through ENDS policies and dedicating resources to priorities while maintaining a balanced budget.</p>
<p>Comments:</p>
<p>7. Higher Education Issues. The candidate demonstrates an awareness of current issues in higher education that affect community colleges and OCC in particular.</p>
<p>Comments:</p>
<p>8. Time Commitment. The candidate demonstrates an understanding and commitment to regular attendance of Board meetings, committee work, professional development, and being well informed of issues coming before the Board.</p>
<p>Comments:</p>
<p>9. Integrity. The candidate has a demonstrated reputation for honesty, integrity and trustworthiness and adheres to a high ethical standard.</p>
<p>Comments:</p>
<p>10. Community Outreach. The candidate demonstrates an understanding of the importance of engaging the community.</p>
<p>Comments:</p>

Change Log

Section 4. Bylaws Unique to Regular and Special Meetings.

i. Cancelling Regular Board Meetings – Any regular meeting of the Board may be cancelled at any time by the Board Chair in consultation with the Board Secretary and the CEO unless the agenda for the regular meeting includes an action item that cannot be effectively addressed at the next regularly scheduled Board meeting or the purpose for the cancellation is to block a Trustee from participating in a discussion and or vote on Board business, or for any purpose prohibited by the Michigan Open Meetings Act.

Notice of cancellation shall be provided to Trustees at least 24 hours prior to the regularly scheduled meeting whenever possible. This notice may be given by one or more of the following means as needed: written electronic means, phone text message, or documented phone call.

Public notice of cancellation shall be posted in the same places as the notice for the regularly scheduled meeting as soon as possible after the decision to cancel has been made.