

**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 15, 2022, 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(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 18, 2022 Regular Meeting Minutes

**A – ACTION**

4.2 October 18, 2022 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

5.5. Clery Act and Security Report

5.6. College Update

##### **6. MONITORING REPORT – no report**

##### **7. ACTION ITEMS**

7.1 Board of Trustees' Authorization for Sale of OCC District Office

**C – 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

**D – INFORMATION**

8.2. College Facilities Quarterly Report

**E – INFORMATION**

8.3. Information and Technology Quarterly Report

**F – INFORMATION**

- 8.4. OCC Foundation Quarterly Report
- 8.5. Strategic Plan Update

G – INFORMATION  
H – 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**

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



**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**

**October 18, 2022**

**Oakland Community College  
Auburn Hills Campus G240  
2900 Featherstone Road  
Auburn Hills, Michigan**

**1. CALL TO ORDER**

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

**2. ATTENDANCE**

Present:

Pamela S. Jackson, Chair  
Kathleen A. Bertolini, Vice Chair  
Susan E. Anderson, Treasurer  
Susan Gibson, Secretary  
Shirley J. Bryant, Trustee (arrived 6:14 p.m.)  
Pamala M. Davis, Trustee

Absent:

Christine M. O'Sullivan, Trustee

**3. APPROVAL OF AGENDA**

Chair Jackson asked if there were any items to add or remove from the agenda. There being none, Trustee Gibson MOVED to approve the agenda, and Trustee Bertolini seconded.

AYES: Anderson, Bertolini, Davis, Gibson, Jackson

NAYS: None

Motion Carried

**4. APPROVAL OF MINUTES**

**4.1. September 24, 2022 Special Meeting/Retreat Minutes**

**A – ACTION**

Trustee Anderson MOVED to approve the September 24, 2022 Special Meeting/Retreat Minutes. Trustee Davis seconded.

AYES: Anderson, Bertolini, Davis, Gibson, Jackson

NAYS: None

Motion Carried

**4.2 September 24, 2022 Closed Session Minutes**

**B – ACTION**

Trustee Bertolini MOVED to approve the September 24, 2022 Closed Session Minutes. Trustee Anderson seconded.

AYES: Anderson, Bertolini, Davis, Gibson, Jackson

NAYS: None

Motion Carried

## 5. COMMUNICATIONS

### 5.1. Community Comments

Mark Sackett, an elementary teacher in Troy, spoke to the Board regarding adding baseball to its Athletics Program. He is suggesting the team could then join the baseball league that plays in Royal Oak at the Memorial Park, of which he is team president.

### 5.2. Student Government Report

Heidi Renton, Student Engagement Coordinator at the Auburn Hills and Highland Lakes Campuses, introduced Mark Haaseth. Mr. Haaseth, who is PTK President at the Royal Oak 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:

- The College and Campus Senates are back to work and had a Senate first in September when they had a “Hyflex” Senate meeting – both face-to-face at the Auburn Hills Campus and via Zoom to the rest of the college community.
- Revision of the Course Modality definitions – Face-to-Face, Online (synchronous and asynchronous), Hybrid and Hyflex courses to be voted on at the October 27 meeting.
- Exploration of ways to upgrade the course comments that are attached to courses in the schedule of classes to make them more visible and clear to students.
- Revision of the Senate Constitution.
- Reformation of the College Syllabus System (to include syllabus software and public-accessible syllabi to enhance transferability).
- Revision of the Academic Honesty Policy to better reflect current issues in cheating and plagiarism and a more effective means of tracking repeat offenders.

#### 5.3.2. Provost Update

Dr. Jennifer Berne provided the Provost update. Some of the topics she covered included:

- OCC has contracted with eLumen, a provider of assessment and curriculum software, and are currently in the IT implementation phase. We anticipate being able to train faculty in use of the tool sometime in Winter term. The software will allow faculty to enter assessment results for each student in each section and interact with a dashboard, so they can compare learning by outcome in their own sections over time and identify areas for improvement.
- Today OCC hosted 175 middle school students at the Auburn Hills Campus, touring the Engineering, Manufacturing and Industrial Technology/EMIT and Public Services at CREST areas to provide them awareness and insight into these career areas. Thank you to Lola Banks, Admissions, EMIT and CREST for facilitating these tours.

- 75-80 community college mathematics faculty from across the state attended the annual MICHMATYC (Michigan Mathematical Association of Two-Year Colleges) conference at OCC. This was the first face-to-face conference since 2019. The keynote speaker, Kathleen Almy, CEO and founder of Almy Education, gave the keynote address on “Modernizing the Math Curriculum in the First Two Years of College.” Several OCC math faculty – Jeff Parent, Barbie Hoag, Janet Peart, and Julie Gunkelman – gave presentations, along with Michael Robinson of the ASC.
- We have gone through curricular updates in, among other disciplines, ECE, MH/SW, MATH, FFT
- ACEN visited OCC during the last week of September, with our nursing program getting a clean bill of health from the ACEN accreditors. OCC was cited for two elements of excellence: our commitment to the support of new nursing faculty and our NCLEX pass rates.
- Our Teaching and Learning Center has been busy helping faculty adjust to post-pandemic technology opportunities by holding trainings, faculty support sessions, and sponsoring COP’s. Communities of Practice are informal gatherings of faculty who wish to study a topic. Among the options this fall:  
classroom escape rooms, effective use of whiteboards, engaging our students, upgrading, using technology to enhance group work, diving into online instruction, Global Competency Certificate, cultural competency collaboration, and many others. These are facilitated by faculty and academic staff.
- In support of the College’s initiative to increase the number of online programs, the Academic Technology Group has been working diligently to prepare faculty to develop and teach online classes. To date, 460 participants have successfully completed the 6-week training program (201 full-time, 249 adjunct, and 10 staff). New cohorts are offered each semester.

#### 5.4. Chancellor’s Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
  - Michael Kuck, Desktop Support Specialist
  - Gregg Phelps, Web Technical Strategist
  - William Shadwell, PSO
  - Caitlin Zachow, Paraprofessional (Art)
  - Neal Bieszke, CAD & Engineering Technology Faculty
  - Randolph Blitchok, Custodian
  - Shawna Boomgaard, Social Sciences Faculty
  - Erica Brown, Nursing Faculty
  - Melvin Chapman, Psychology Faculty
  - Alissa Donkerbrook, Medical Assisting Faculty
  - Katherine Homant, Early Childhood Education Faculty
  - Kimberly Hurns, Vice Chancellor for Student Services
  - Tommy Hutcherson, Custodian
  - William Johnston, Custodian
  - Alexander Korkizko, Custodian
  - Eboni Mathis, Business Administration Faculty
  - Ryan Pacheco, Physics Faculty
  - Delaney Pfister, Biology Faculty
  - Daniel Rodriguez, Criminal Justice Faculty
  - Erica Sobolewski, EMS Technology Faculty
  - Alisha Venters, Nursing Faculty
  - Roxana Zuniga, Spanish Faculty
  - Samantha Cronk, Custodian

- Terrence Foster, Superintendent Buildings/Grounds
  - David Filipski, Programmer Analyst
  - Henry Schropshire, Facility Technician
- The following retirees were recognized for their years of service:
  - John Brooks, Paraprofessional – 27 years  
John attended the meeting and thanked everyone. He enjoyed his time here at OCC.
  - Allan Gibson, Groundskeeper – 35 years
  - Lori Przymusinski, Vice Chancellor for Student Services – 21 years
  - Steven Ogg, Athletics Coordinator – 42 years  
Steven attended the meeting with his wife, who also worked at OCC. He noted all of his children attended OCC. He thanked everyone, and stated it was the best job he could have ever had.
  - Rodney Roberts, Facility Technician – 20 years
  - Diann Dupuis, Administrative Assistant – 20 years  
Diann attended the meeting and commented her job at OCC was her longest term of employment. It was a pleasure working here for the past 20 years.
  - Thomas Dzendzel, PSO – 10 years
  - Dawn Baker, Nursing Faculty – 13 years
  - Beth Garlock, Faculty Counselor – 10 years
  - Judy Hayes, Medical Assisting Faculty – 16 years
  - Mary-Jo Lord, ACCESS Coordinator – 30 years
  - Willie Shells, Custodian – 13 years
  - Susan Spelker, Accounting Specialist I – 15 years
- Employer of Choice – Outstanding People
  - Claude Townsend, Automobile Servicing, Engineering, Manufacturing and Industrial Technologies Faculty, received the 2022 Faculty of the Year Award by the Michigan Community College Association
  - Cam Berrier, Welding Technology Faculty, was recognized by the American Welding Society as the recipient of the District 11 Annual Educator Award
- College of Choice – Student Success
  - OCC Foundation received \$10,000 from the Novi Police and Fire Benevolent Association to establish the Novi Police and Fire Scholarship
  - OCC student Caleb Keilen received the Reserve Organization of America scholarship
  - Returning OCC student Rosiland Townes was selected as one of 15 students nationwide to be accepted into the highly competitive Critical Language Spark Program for the study of Arabic
  - New Certified Nursing Aide Program
  - Successful accreditation of Associate Degree Nursing Program
- College of Choice – Outstanding Programs
  - Three Government Finance Officers Association (GFOA) awards received:
    - Annual Financial Report Financial Certificate of Excellence
    - Outstanding Achievement Award for Popular Annual Financial Report
    - Distinguished Budget Presentation Award (special recognition to Institutional Effectiveness for outstanding ratings related to Strategic Goals & Strategies)
    - Triple Crown designation
- College of Choice – OCC Student Success
  - A comprehensive online gallery with high quality images of all campus artworks is now available online
  - A new Certified Nursing Aide Program, with free training at Southfield Ascension Providence Hospital, is now available to qualified individuals interested in helping

patients with daily activities that may be difficult for them due to disease, injury or disability. CNAs are in high demand at hospitals, rehabilitation centers, home care, and short- and long-term living facilities.

- OCC nursing faculty and staff earned a successful reaccreditation of its Associate Degree Nursing Program by the Accreditation Commission for Education in Nursing (ACEN)
- College of Choice – Events
  - Accessibility Empowerment Day – hosted last month by the DEIJ Department, employees learned more about the efforts of providing an accessible, usable, and welcoming environment at OCC
  - OCC Team Inclusion walked in the NAMIWalks Your Way 2022 to demonstrate support for mental health initiatives
  - The Detroit Economic Club for the first time held an event at OCC. Approximately, 170 people attended to hear Jay Timmons, President and CEO of the National Association of Manufacturers speak. Tours of OCC's Advanced Manufacturing and Skilled Trades Facilities were provided to attendees.
- College of Choice – OCC in the Media
  - As always, numerous media coverage in the press and online (Report on file)

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

There was no discussion regarding the Board's Self-Evaluation presented at the September 24 Special Meeting/Retreat.

## 6. MONITORING REPORT

### 6.1 Summer 2022 Monitoring Report

**C – INFORMATION**

Chief Strategy Officer Dr. Steven Simpson commented as we look tonight at the numbers and institutional performance, 2021-2022 was a challenging year in terms of enrollment, credit, and transition to post-covid learning. We do start to see a positive result in the numbers to changes we made in that year. As we look at the state-wide data, the environment in community colleges still remains challenging. However, this data also shows that OCC continues to outperform its peers.

Dr. Simpson then turned the presentation over to IE Project Manager Kristin Carey-Li, who presented the Summer 2022 Monitoring Report to the Board. Some of the topics addressed included:

- Board Ends
- Summer KPIs
- Enrollment Trends
- Strategic Focus: Double Graduation – How to Get There
- Strategic Action Projects
- OCC Online Degrees and Certificates
- Michigan Community Colleges Peer Comparison
- Financial Reporting Awards – Seventh Consecutive Year for OCC

Trustee Davis MOVED to receive and file the Summer 2022 Monitoring Report. Trustee Bryant seconded.

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

NAYS: None  
(Report on file)

Motion Carried



## 7. ACTION ITEMS

### 7.1 Board of Trustees 2023 Regular/Special Meeting and Conference Schedule D – ACTION

Chair Jackson asked for a motion for the Board of Trustees to approve the January to December 2023 Board of Trustees Regular/Special Meeting and Conference Schedule proposed to the Board. Trustee Bertolini so MOVED, and Trustee Gibson seconded.

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

NAYS: None

Motion Carried

## 8. INFORMATION ITEMS

### 8.1 2021-2022 Annual Audit E – INFORMATION

Vice Chancellor for Administrative Services Bobbie Remias stated she will be addressing the 2021-2022 annual audit. She noted from many vantage points, including an accounting perspective, this was a year of change requiring extensive flexibility with rising interest rates and market volatility. We are coming out of pandemic quarantine and are finding our student expectations have changed. OCC is trying to provide a variety of learning modalities, including our services to students. Our goal is to try to serve our students where they are and how they want to be serviced.

Ms. Remias recognized and thanked Controller Sharon Converse and her team in Financial Services for their hard work. She stated it certainly “takes a village” to consistently receive good audit reports, and Sharon’s team provides the leadership necessary for the Administrative Services team, as well as all the departments at OCC to effectively manage their budgets throughout the year.

Ms. Converse talked about a few numbers that were significant, but somewhat out of our control this year. With interest rates rising, we experienced an unrealized loss on our books. Although, we hold everything until maturity, there is currently a \$29 million dollar unrealized loss at this time. At the same time, we had unfunded liability for pension, and it actually went down for the first time in a long time. So, both of those numbers made our financials swing up and down somewhat cancelling out each other. She noted Building C is the first building we’ve constructed since 2010. Ms. Converse concluded by encouraging everyone to read the budget, the CAFR, and the annual report, which will be posted by November 15, and can be found at the Finance transparency icon at the bottom of the OCC main webpage.

Ms. Remias stated that at a time when other institutions are cutting expenses and pausing building projects, OCC is forward thinking and planning in advance a long-term financial strategy and are also investing in ourselves with the new buildings that we are looking at. She is very proud of the work that has been done as it takes a tremendous amount of planning and effort.

Ms. Remias then introduced our auditors from Plante Moran: Dana Coomes – Partner, Steve Bondar – OCC’s audit manager, and Marisa Koppel our auditor in charge who was unable to attend this evening. Ms. Coomes was pleased to report that OCC received an unmodified opinion, which is the best one can receive in an audit, and went on to say there were no audit adjustments identified.

Mr. Bondar stated things turned out very well with the Federal awards audit. We look at key internal controls for financial reporting at the college, as well as the colleges and clients with laws and regulations that govern the administration of Federal awards. We have no non-compliance issues to report. As part of the Federal awards audit, we also look at the expenditure of Federal awards, which this year totaled \$51.7 million based on Federal guidelines. We were required to test the HEERP program, the Higher Education Emergency Relief Fund that was provided to the college to offset the impact of the COVID pandemic. Mr. Bondar was pleased to report they did not have any findings as a result of their audit procedures.

Ms. Remias thanked the Audit Committee members, who include Committee Chair Susan Anderson, Pamela Jackson, Christine O’Sullivan, Helen Kieba-Tolksdorf, Steve Doil, Tina Kostiuk, and John McCulloch.

Audit Committee Chair Anderson congratulated and thanked the team, noting they did a great job as usual and everything went very smoothly. She stated the Audit Committee recommends the Board of Trustees accept these financial documents.

Trustee Anderson MOVED the Board of Trustees receive and file the 2021-2022 Annual Audit. Trustee Davis seconded.

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

NAYS: None  
(Report on file)

Motion Carried

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 Gibson so MOVED, and Trustee Bryant seconded.

#### ROLL CALL VOTE:

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

NAYS: None

Motion Carried

The Board went into closed session at 7:19 p.m.

The Board returned to open session at 8:16 p.m.

### 9. BOARD COMMENTS

Chair Jackson presented trustees Anderson and Bertolini with five-year service pins that the MCCA awarded at their summer conference in July. Both trustees have served on OCC’s Board for six years.

Chair Jackson unveiled a piece of artwork that was donated to OCC by Stephanie Charvat Lawrence. The picture depicts an excavator. Ms. Lawrence’s father, Leo Mercer Charvart, studied painting and design at the Art Institute of Chicago and was also an instructor there.

### 10. ADJOURNMENT

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

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

NAYS: None

Motion Carried

The meeting adjourned at 8:21 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

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



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# **ACTION**

**Board Agenda Item 4.2  
November 15, 2022**

## **OCTOBER 18, 2022 CLOSED SESSION MINUTES**

These minutes will be distributed at the meeting for approval.



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## **ACTION**

**Board Agenda Item 7.1**  
**November 15, 2022**

### **BOARD OF TRUSTEES' AUTHORIZATION** **FOR SALE OF OAKLAND COMMUNITY COLLEGE DISTRICT OFFICE**

#### **PROBLEM/NEEDS STATEMENT**

Administration is seeking authorization for the sale of OCC's District Office property.

#### **WHY THE ACTION IS BEING RECOMMENDED**

In its plans for reorganization and restructure to benefit and better serve its students, employees, the community, and taxpayers, Administration seeks approval to sell its District Office property.

#### **MOTION**

Move the Board of Trustees authorize Administration to sell its District Office property, located at 2480 Opdyke Road, Bloomfield Hills, Michigan.



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# INFORMATION

Board Agenda Item 8.1  
November 15, 2022

FINANCE QUARTERLY REPORT  
For the Quarter Ended September 30, 2022



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## 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 and Designated Funds.

## COMMENTS

### For the Quarter Ended September 30, 2022

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, 2022.

### FINANCIAL HIGHLIGHTS

#### Revenues:

In the General Fund, the College recorded total revenues of \$72,966,669 (column 3) compared to \$64,799,221 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$1,075,973 (column 3) compared to \$785,396 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$52,607,929 (column 3) compared to \$44,998,667 (column 4) at the end of the same quarter last year in the General Fund. Property taxes are primarily received from August through October. Property tax revenues are higher than fiscal year 2022 at quarter end as taxable values have increased. For fiscal year 2023 and beyond, the College will continue to closely monitor the impact of rising interest rates and inflation on property tax values.

Tuition and Fees: The total amount is \$18,389,305 (column 3) compared to \$17,954,352 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2022 was stable compared to budgeted headcount and contact hours. In the Designated Funds, tuition and fees have been impacted by COVID-19 for over two years but have been trending higher with more offerings each term. Tuition and fees for economic and workforce development programs in the Designated Funds are \$1,030,482 (column 3) at the end of the 1st quarter compared to \$730,558 (column 4) at the end of the same quarter last year.

## **Expenditures:**

The College recorded total expenditures in the General Fund of \$26,479,817 (column 3) compared to \$26,285,619 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$991,205 (column 3) compared to \$881,518 (column 4) as of the end of the same quarter last year.

*Employee Salaries and Wages:* The amount is \$12,731,911 (column 3) compared to \$12,988,942 (column 4) as of the end of the same quarter last year in the General Fund. In the designated fund, the amount is \$503,647 (column 3) compared to \$492,082 as of the end of the same quarter.

*Benefits:* The amount is \$6,410,170 (column 3) compared to \$6,419,326 (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 of \$6,125,305 (column 3) are slightly higher than as of the same quarter last year with \$5,881,604 (column 4) total. Fiscal year 2023 total expenses are expected to be higher than 2022 at year-end due to some expenses being shifted to the restricted HEERF grants in 2022, mainly for technology.

## **SUMMARY:**

OCC, along with educational institutions across the nation, is challenged by declining enrollment related to demographic shifts, less high school graduates, low unemployment which is driving potential students to the workforce and with students wanting more on-line classes and services. Our hard work and collaboration allowed the College to successfully operate throughout the global pandemic and now we are facing new challenges and opportunities including continued supply chain issues and high inflation. Currently, overall revenue is forecasted in 2023 to be higher than 2022 but expenses are also forecasted to be higher. The College will continue to closely monitor the impact of the pandemic, the economy, changing interest rates and enrollment declines throughout the upcoming fiscal year, monitoring both revenues and expenditures and taking measures as appropriate to maintain a balanced budget.





## GENERAL FUND BUDGET STATUS REPORT

### For the Quarter Ended September 30, 2022

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
<b>REVENUES:</b>				
Property Taxes	\$ 97,600,000	\$ 52,607,929	\$ 44,998,667	53.90%
State Appropriations	27,325,402	64,197	53,515	0.23%
Tuition & Fees	39,469,162	18,389,305	17,954,352	46.59%
Investment Income	7,000,000	1,578,981	1,553,700	22.56%
Miscellaneous Revenue	1,518,591	326,257	238,987	21.48%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 172,913,155</b>	<b>\$ 72,966,669</b>	<b>\$ 64,799,221</b>	<b>42.20%</b>
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
<b>EXPENDITURES:</b>				
Employee Salaries and Wages	\$ 74,192,378	\$ 12,731,911	\$ 12,988,942	17.16%
Fringe Benefits	36,462,131	6,410,170	6,419,326	17.58%
Contracted Temporary Personnel	3,016,888	445,223	393,606	14.76%
Utilities	4,433,724	767,208	602,141	17.30%
Other Operating Expenses	24,940,605	6,125,305	5,881,604	24.56%
<b>TOTAL EXPENDITURES</b>	<b>\$ 143,045,726</b>	<b>\$ 26,479,817</b>	<b>\$ 26,285,619</b>	<b>18.51%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	-
Transfer (to) from Loan Fund	-	-	-	-
Transfer (to) from Auxiliary Fund	-	-	-	-
Transfer (to) from Endowment/Restricted	(250,000)	-	-	0.00%
Transfer (to) from Plant Fund	(25,000,000)	-	-	0.00%
All Other Transfers	(3,464,314)	-	-	0.00%
<b>TOTAL TRANSFERS</b>	<b>\$ (28,714,314)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



## DESIGNATED FUND BUDGET STATUS REPORT

### For the Quarter Ended September 30, 2022

(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	3,353,198	1,030,482	730,558	30.73%
Investment Income	-		-	-
Miscellaneous Revenue	145,933	45,491	54,838	31.17%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 3,499,131</b>	<b>\$ 1,075,973</b>	<b>\$ 785,396</b>	<b>30.75%</b>
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
<b>EXPENDITURES:</b>				
Employee Salaries and Wages	\$ 2,681,433	\$ 503,647	\$ 492,082	18.78%
Fringe Benefits	1,331,654	230,142	217,731	17.28%
Contracted Temporary Personnel	1,796,591	77,540	79,820	4.32%
Utilities	-		-	-
Other Operating Expenses	1,568,155	179,877	91,885	11.47%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,377,833</b>	<b>\$ 991,205</b>	<b>\$ 881,518</b>	<b>13.43%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ 3,464,314	\$ -	\$ -	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>\$ 3,464,314</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>



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# INFORMATION

Board Agenda Item 8.2  
November 15, 2022

**COLLEGE FACILITIES QUARTERLY REPORT**  
**For the Quarter Ending September 30, 2022**

## 2023 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: September 30, 2022

Project ID	Project Name	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
AH21-002	G-240 Conference Room Upgrade	\$200,000.00	\$0.00	\$200,000.00	1		\$200,000.00
AH22-002	Building F Rooftop Unit Replacement	\$300,000.00	\$0.00	\$300,000.00	1		\$300,000.00
AH23-005	MTEC HVAC Upgrade	\$0.00	\$30,000.00	\$30,000.00	1		\$30,000.00
RO22-003	Parking Structure Evaluation	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
AH23-003	Paving & Sidewalk Restoration	\$300,000.00	\$0.00	\$300,000.00	1		\$300,000.00
CW23-001	CCTV & Security Monitoring Enhancements	\$800,000.00	\$0.00	\$800,000.00	1		\$800,000.00
CW23-002	Restroom Upgrades	\$500,000.00	\$0.00	\$500,000.00	1		\$500,000.00
CW23-003	Elevator Restoration Program	\$500,000.00	\$0.00	\$500,000.00	1		\$500,000.00
CW23-004	Carpet/Flooring Replacement	\$200,000.00	-\$75,000.00	\$125,000.00	1		\$125,000.00
CW23-005	Roof Upgrades	\$500,000.00	\$0.00	\$500,000.00	1		\$500,000.00
CW23-006	Parking Lot Fixture Upgrades	\$100,000.00	\$0.00	\$100,000.00	1		\$100,000.00
CW23-007	Paving, Catch Basin & Sidewalk Restorations	\$50,000.00	\$0.00	\$50,000.00	1		\$50,000.00
RO22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
SF22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
AH21-004	Exterior Signage Upgrade	\$1,284,107.70	\$0.00	\$1,284,107.70	2		\$1,284,107.70
AH22-004	Buildings. A & T Programming	\$185,950.00	\$0.00	\$185,950.00	2		\$185,950.00
AH23-002	Building A Renovation & Expansion	\$60,000,000.00	\$0.00	\$60,000,000.00	2		\$60,000,000.00
AH23-004	Miscellaneous Reconfiguration	\$0.00	\$30,000.00	\$30,000.00	2		\$30,000.00
AH23-007	CREST Miscellaneous Building Repairs	\$0.00	\$40,000.00	\$40,000.00	2		\$40,000.00
OR23-007	CW Exterior Light Fixture Replacement	\$0.00	\$25,000.00	\$25,000.00	2		\$25,000.00
SF23-002	Master Planning	\$0.00	\$100,000.00	\$100,000.00	2	\$2,450.00	\$97,550.00
AH22-006	CW Paving & Sidewalk Restoration	\$800,000.00	\$0.00	\$800,000.00	3		\$800,000.00
OR20-011	Building M Remodel	\$840,294.00	\$0.00	\$840,294.00	3	\$105.00	\$840,189.00
OR21-002	Building L Renovation	\$7,968,066.00	\$0.00	\$7,968,066.00	3		\$7,968,066.00
OR23-003	Building A Remodel	\$250,000.00	\$0.00	\$250,000.00	3		\$250,000.00
OR23-004	Building J Remodel	\$250,000.00	\$0.00	\$250,000.00	3		\$250,000.00
AH22-007	CREST Site Drainage Remediation	\$20,000.00	\$10,000.00	\$30,000.00	4		\$30,000.00
AH23-006	CREST Flooring Upgrade	\$0.00	\$75,000.00	\$75,000.00	4		\$75,000.00
CW22-005	Infrastructure Evaluation	\$400,000.00	\$0.00	\$400,000.00	4		\$400,000.00
OR22-002	Interior Hardware Renovation	\$979,915.00	\$0.00	\$979,915.00	4		\$979,915.00
RO22-004	Building E Construction	\$74,755,211.32	\$0.00	\$74,755,211.32	4	\$144,660.91	\$74,610,550.41
AH-CW17-003	Interior Door Hardware Renovation	\$289,781.73	\$0.00	\$289,781.73	5		\$289,781.73
AH18-009	Building C	\$7,196,137.95	\$0.00	\$7,196,137.95	5		\$7,196,137.95
AH22-010	CREST Canopy Repair	\$15,000.00	\$0.00	\$15,000.00	5		\$15,000.00
CW22-011	Digital Signage Infrastructure	\$355,067.57	\$0.00	\$355,067.57	5	\$132,229.73	\$222,837.84
HL22-004	Chiller Controls Upgrade	\$6,640.00	\$0.00	\$6,640.00	5		\$6,640.00
OR20-002	Building J Elevator Restorations	\$826,407.54	\$0.00	\$826,407.54	5		\$826,407.54
OR20-012	Door Replacements	\$493,297.80	\$0.00	\$493,297.80	5		\$493,297.80
OR22-004	Building J Video Studio Construction	\$113,250.49	\$5,000.00	\$118,250.49	5		\$118,250.49

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## 2023 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: September 30, 2022

OR22-008	Room J409 & D212 Remodels	\$80,000.00	\$0.00	\$80,000.00	5		\$80,000.00
OR23-005	Building J Marketplace Expansion	\$200,000.00	\$0.00	\$200,000.00	5		\$200,000.00
OR23-006	IT Closet Cooling Unit Replacement	\$0.00	\$15,000.00	\$15,000.00	5		\$15,000.00
SF21-003	Parking Lot Fixture Upgrades	\$408,316.44	\$0.00	\$408,316.44	5	\$913.73	\$407,402.71
SF22-004	Chiller Plant Upgrade	\$1,301,427.33	\$0.00	\$1,301,427.33	5		\$1,301,427.33
OR17-001	Boiler Replacement	\$198,327.00	\$0.00	\$198,327.00	6		\$198,327.00
OR21-003	Parking Lot 1,2,3 Replacement & Reconfiguration	\$1,215,600.88	\$0.00	\$1,215,600.88	6		\$1,215,600.88
HL22-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	7		\$150,000.00
HL22-005	Levinson Hall Restroom Upgrades	\$237,426.25	\$0.00	\$237,426.25	7		\$237,426.25
AH23-001	Site Work & Small Projects	\$500,000.00	-\$40,000.00	\$460,000.00	8	\$1,500.00	\$458,500.00
CW23-997	Construction Management Core Staff	\$415,500.00	\$22,000.00	\$437,500.00	8		\$437,500.00
CW23-998	Academic/Campus Enhancements	\$1,000,000.00	-\$190,000.00	\$810,000.00	8		\$810,000.00
CW23-999	Emerging Needs / Contingency / Emergency Repair	\$1,000,000.00	-\$22,000.00	\$978,000.00	8		\$978,000.00
DO23-001	Site Work & Small Projects	\$50,000.00	\$0.00	\$50,000.00	8		\$50,000.00
HL23-001	Site Work & Small Projects	\$150,000.00	\$0.00	\$150,000.00	8	\$1,440.00	\$148,560.00
OR21-012	Parking Lot Improvements	\$50,000.00	\$0.00	\$50,000.00	8		\$50,000.00
OR23-001	Site Work & Small Projects	\$250,000.00	-\$25,000.00	\$225,000.00	8	\$345.00	\$224,655.00
RO23-001	Site Work & Small Projects	\$150,000.00	\$0.00	\$150,000.00	8		\$150,000.00
SF23-001	Site Work & Small Projects	\$100,000.00	\$0.00	\$100,000.00	8		\$100,000.00
	<b>Grand Total</b>	<b>\$168,285,725.00</b>	<b>\$0.00</b>	<b>\$168,285,725.00</b>		<b>\$283,644.37</b>	<b>\$168,002,080.63</b>

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# INFORMATION











Board Agenda Item 8.3  
November 15, 2022

**INFORMATION TECHNOLOGY QUARTERLY REPORT**  
**July 1, 2022 to September 30, 2022**

# Quarterly Status Report as of September 30, 2022

Select a Quarter End Date to view the Report:

September 30, 2022 ▾

Description	Location	Status	Progress	2022-23 Budget \$	2022-23 Committed Costs	2022-23 Balance	Multi-year Project
Add OCC Chatbot to IT portal	CW	Implementation		\$0	\$0	\$0	1
CRM Advise	CW	Definition		\$225,000	\$0	\$225,000	1
Destiny One	CW	Implementation		\$150,000	\$150,000	\$0	1
Ellucian Experience	CW	Implementation		\$112,000	\$112,000	\$0	1
eLumens	CW	Implementation		\$77,000	\$77,000	\$0	1
Hyflex Classroom Upgrade	CW	Complete		\$350,000	\$301,810	\$48,190	1
Infosilem	CW	Implementation		\$45,000	\$45,000	\$0	1
MFA for students	CW	Definition		\$0	\$0	\$0	1
SimpleFlex Classroom Upgrade	CW	Complete		\$750,000	\$495,578	\$254,422	1
VDI replacement	CW	Implementation		\$4,200,000	\$4,192,090	\$7,910	1
<b>Totals</b>				<b>\$5,909,000</b>	<b>\$5,373,478</b>	<b>\$535,522</b>	

## **IT Capital Project Descriptions**

### **Add OCC Chatbot to IT Portal**

This is a project to integrate existing Chatbot functionality to the IT Support Center Portal. The Chatbot is Artificial Intelligence (AI) software currently used to improve/streamline our students' interactions. Adding it to our ITSC will expand support availability to 24x7x365; and to help off-load traffic during business hours allowing our front-line staff to handle more complex technical questions and issues.

### **CRM Advise**

CRM Advise offers tools to track student success—increasing retention rates and paving clear paths to graduation. CRM Advise gives you clear, role-based views of the student performance data, helping advisors, faculty, and other student services staff to assist at-risk students more effectively and efficiently using a variety of media, including email, texting, and chat.

### **Destiny One**

Destiny One is a comprehensive web-based Marketing, Communication, Registration, and Management system for OCC's Economic and Workforce Development department offering non-credit courses and programs and corporate training.

### **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".

### **eLumen**

This is an academic tool to replace our aging ARTIS system. eLumen manages assessment of student learning outcomes allowing the college to analyze section, course, and program-level activity guiding institutional improvement by connecting program pathways to individual student learning.

### **HyFlex Classroom upgrade**

A Hybrid-Flexible ('HyFlex') course is a student-centered model of class delivery that can integrate face-to-face instruction, online synchronous video sessions, or asynchronous content delivery. The upgrade involves installing camera-, display-, audio- equipment as well as control hardware, software, and capture technology.

### **Infosilem**

Infosilem is a sophisticated software tool used to automate the management of OCC campus building/room facilities as well as creating optimized academic schedules balancing locations, classrooms, instructors, and course offerings. The tool helps to streamline students' academic pathways to completion as well as improving facility utilization.

### **MFA (Multi-Factor Authentication) for students**

MFA is a security technology that enforces the use of more than one credential when logging into college systems, networks, and computers. MFA creates a stronger, layered defense that makes it more difficult for



bad actors to break into college electronic assets. Faculty and staff currently use MFA, this project extends MFA to our entire student population. MFA is also now required to acquire cyber insurance.

#### **SimpleFlex Classroom upgrade**

A simpler design and configuration of the HyFlex installation. This simplified classroom technology configuration includes a camera and video display to enable the instructor to deliver academic content via video (Zoom) to students attending class remotely.

#### **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.



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# INFORMATION

Board Agenda Item 8.4  
November 15, 2022

## OCC FOUNDATION REPORT QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS January 1 to September 30, 2022

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 2022 calendar year, the Foundation raised \$577,284 from 352 donors toward its goal of \$600,000 from 509 donors. With three months remaining, the Foundation has met 96% of its fundraising dollar-amount goal, thanks in part to a completed Garden Party matching campaign, continued growth in scholarship contributions, and successful private grant applications.

To date, the Foundation's Payroll Deduction Appeal has returned 10 new payroll deduction and 10 increased payroll deduction donors. Through the end of the year, employees who sign up for a \$10+ payroll deduction (or \$10+ increase to their current deduction) receive a \$100 "bonus" to their scholarship fund of choice. Currently, approximately 130 full-time employees give through payroll deductions or direct contributions.

In the second quarter, donors established six new scholarships and funds: Jim Hielscher Memorial Annual & Endowed Scholarship; Joyce & Lauren "Angels Against Addition" Endowed Scholarship; Follow Your Dreams! Annual Theater and Cinematic Arts Scholarship; Powell Annual CIS Scholarship; Novi Police & Fire Benevolent Association Scholarship; Ginther Fire Service Endowed Scholarship; John W. Cook Art Scholarship. These generous donors included an OCC trustee, employees and retirees, and members of the community.

Dan Jenuwine, Vice Chancellor for Advancement at Oakland Community College and Executive Director of the OCC Foundation, announced his departure from OCC earlier this quarter. Over the last five years, Dan oversaw nearly \$3,000,000 in funds raised for the OCC Foundation. Most importantly, Dan was a champion for the students, faculty, staff, and retirees of OCC.



# INFORMATION

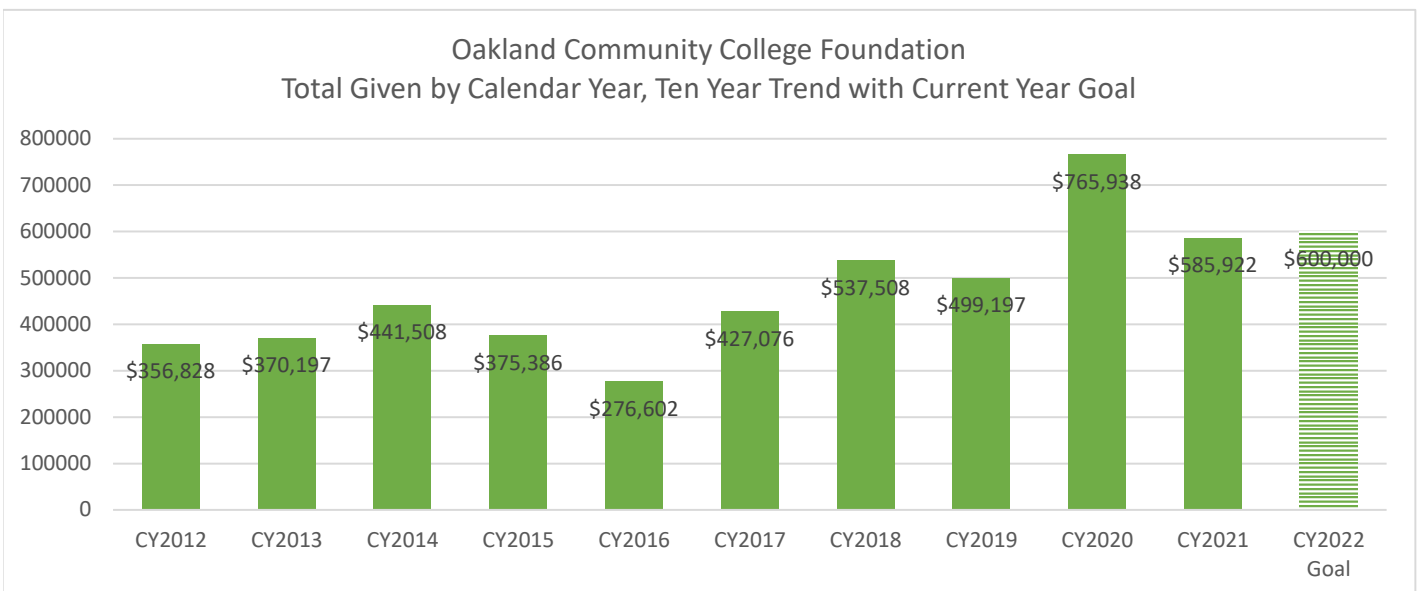
Board Agenda Item 8.4

November 15, 2022

**OCC FOUNDATION REPORT**  
**QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS**  
**January 1 to September 30, 2022**

The mission of the OCC Foundation is to obtain and allocate financial support to advance the mission and goals of Oakland Community College. The Foundation sets and tracks its goals on a *calendar-year basis* to correspond to the thinking and behavior of the typical donor. Fiscal year results are provided here as well.

	CY2021 Actual		CY2022 Goals		CY2022 Actual td		% of Goal	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
<b>Total</b>	<b>483</b>	<b>\$585,922</b>	<b>509</b>	<b>\$600,000</b>	<b>352</b>	<b>\$577,284</b>	<b>69.2%</b>	<b>96.2%</b>
<u>Giving Level</u>								
\$100,000 and up	1	\$100,000	1	\$100,000	1	\$100,000	100.0%	100.0%
\$10,000 and up	12	145,206	11	132,000	15	229,600	136.4%	173.9%
\$1,000 to \$9,999	129	271,067	146	299,000	77	192,171	52.7%	64.3%
Under \$1,000	341	69,649	351	69,000	259	55,513	73.8%	80.5%
<u>Retention Status</u>								
Acquired	143	\$122,475	116	\$98,000	136	\$171,855	117.2%	175.4%
Recovered	94	75,088	103	55,000	39	34,061	37.9%	61.9%
Retained	246	388,359	290	447,000	177	371,368	61.0%	83.1%
Retained from Prior Year	59.7%	50.7%	60.0%	76.3%	36.6%	63.4%	61.0%	83.1%



# INFORMATION

**Board Agenda Item 8.5**  
**November 15, 2022**

## **STRATEGIC PLAN UPDATE**

The Office of the Chief Strategy Officer is in the process of preparing to deploy the FY24-26 Strategic Plan. The new framework will rely heavily on the D3C3 grant and associated models. The goal of doubling graduation will be supported by three main bodies of work. These include: increasing student success through the National Institute of Student Success (NISS) model for advising and self-service, workforce partnership with MichAuto, and expanding dual and concurrent K-14 partnerships. In October, the Office of the Chief Strategy Officer deployed a strategic plan evaluation to the college community and will share the results and insights with the Board in January. The College will also conduct its annual strategic plan audit in January as per usual with the strategic planning annual calendar. There remains continued optimism that the alignment between the Board Ends, college strategy, private funding and resources, and innovations will keep Oakland Community College moving forward for the next three years.