OAKLAND COMMUNITY COLLEGE ®

BOARD OF TRUSTEES

REGULAR MEETING AGENDA

The Regular Meeting of the Board of Trustees of Oakland Community College will be held on Tuesday, November 19, 2019, 6:30 p.m., in the Board Room of the George A. Bee Administration Center, 2480 Opdyke Road, Bloomfield Hills, Michigan.

<u>AGENDA</u>

1. **CALL TO ORDER**

2. **ATTENDANCE**

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES**
   4.1 October 29, 2019 Regular Board Meeting Minutes   A – **ACTION**

5. **COMMUNICATIONS**
   5.1. Community Comments
   5.2. Student Government Comments
   5.3. Academic Report
       5.3.1   Academic Senate Update
   5.4. Chancellor's Comments
   5.5. Clery Act and Annual Security Report

6. **MONITORING REPORT** – no report

7. **ACTION ITEMS**
   7.1. Proposed Board of Trustees 2020 Regular Meeting and Conference Schedule   B – **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   C – **INFORMATION**
   8.2. College Facilities Quarterly Report   D – **INFORMATION**
   8.3. Information and Technology Quarterly Report   E – **INFORMATION**
   8.4. OCC Foundation Quarterly Report   F – **INFORMATION**
   8.5. Strategic Plan Update   G – **INFORMATION**

9. **BOARD COMMENTS**

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

10. **ADJOURNMENT**

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 29, 2019
Oakland Community College
Southfield Campus Campus Room A201/202
22322 Rutland Drive
Southfield, Michigan**

1. **CALL TO ORDER**

   Chair McCulloch called the meeting to order at 7:03 p.m.

2. **ATTENDANCE**

   Present:
   John P. McCulloch, Chair
   Pamala M. Davis, Vice Chair
   Pamela S. Jackson,
   Kathleen A. Bertolini, Trustee
   Shirley J. Bryant, Trustee

   Absent:
   Susan E. Anderson, Treasurer
   Christine M. O'Sullivan, Trustee

3. **APPROVAL OF AGENDA**

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

   AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

   NAYS: None   Motion Carried

4. **MINUTES**

   4.1 September 17, 2019 Regular Board Meeting Minutes   A – **ACTION**

   Trustee Davis MOVED to approve the September 17, 2019 Regular Board Meeting Minutes. Trustee Jackson seconded.

   AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

   NAYS: None   Motion Carried

5. COMMUNICATIONS

5.1. Community Comments

Two faculty members addressed the topic of Distance Learning. Some of the concerns expressed were:
- Faculty interest in distance learning was misrepresented at the September Board meeting
- Distance learning being placed on hold due to a labor dispute
- The time involved and tight schedule in faculty training
- Lack of communication regarding training topics to be covered, time involved, etc.
- Development of courses that have not yet been placed online

Chair McCulloch asked OCCFA President Gina Mandas to forward a copy of her comments to the Board.

5.2. Student Government Report

Ms. Laurie Huber, Interim Associate Dean of Student Services at Southfield, introduced the Student Government Representative Malcolm Berry. Mr. Berry 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:
- Distance Learning
- Integration of IE data into Senate processes
- Discussion on smoother methods for transfer of credits and implementation of articulation agreements
- Inclusion of student government leaders into College Senate

5.4. Chancellor's Comments

Mr. Provenzano commented on the following:

- New Hires:
  - Jeffery Arnold, Coordinator of Military & Veteran Services
  - Eleonora Bagatelia, Director of Global Education
  - Jolene Chapman, Academic Dean, EMIT
  - Kevin Lech, Public Safety Officer
- Employee Honors
  - Academic Dean Cindy Carbone was honored by Phi Theta Kappa for 25 years of service as an advisor of the Alpha Omicron Psi Chapter
  - Chef Julie Selonke was recently awarded with Educator of the Year at the state level by our accrediting body The American Culinary Federation
  - OCC's Marketing & Communications Department won three NCMPR Silver Medallion Awards, two IABC Renaissance Awards, and an IABC Silver Quill Award
- Fall Events
  - HR organized a "Take your Child to Work" event on October 25, with over 60 children and parents in attendance
  - The OCC, Farmington Community, and West Bloomfield Township libraries partnered with the support of Michigan Humanities to bring author Dr. Mona Hanna-Attisha to the Orchard

> Ridge Campus on October 22 to discuss her new book "What the Eyes Don't See" to an audience of 400 guests
> - OCC and the DIA partnered to host more than 300 guests at the Royal Oak Campus for the "Music and Dancing with Wolves" event on October 19 that included performances by the Detroit Chamber Winds & Strings and the Eisenhower Dance Ensemble
> - OCC Ceramics Program brought the Michigan Ceramic Arts Association's "Michigan Mud" event to the Auburn Hills Campus where artists demonstrated wheel-throwing and other techniques
> - Trustee Jackson started the OCC's 4th Annual Charity Run/Walk event held on October 11 at the Orchard Ridge Campus, which supports Oakland County charities
> - The OCC Foundation celebrated its 40th anniversary with a special event held at the DIA. In addition to reaching its 10 millionth dollar raised, a matching gift challenge was announced up to $40,000.
> - New Recruitment Events
>   - On October 12, OCC hosted CREF's career fair in the auto labs, with 609 high school students, 45 OCC students, 22 employers, and numerous teachers in attendance
>   - Our Admissions Department coordinated a hands-on curriculum showcase attended by approximately two dozen counselors representing over 20 middle and high schools at the Auburn Hills Campus on October 25
> - Recruiting on the Cutting Edge
>   - A new student recruitment tool was launched on OCC's website providing virtual guided tours of each of the campuses, highlighting the programs and services through video
>   - Admissions and Marketing collaborated on mailing our "Cube" postcards to 1,300 students who sent their SAT scores to OCC
>
> (Report on file)

5.5. Chancellor's Year-End Review

Mr. Provenzano provided his Chancellor Year in Review report. Key areas he focused on were:
- Marketing and Recruiting
- Student Services
- Transfer Programs
- Accreditation
- Government and Community Relations
- Continuing Education
- Veteran Services
- Emergency Services Training/CREST
- Career and Technical Education
- Facilities
- College Readiness
- Diversity, Equity and Inclusion

He concluded that the past year has seen a lot of change for the positive, and we plan to move forward in our mission of Student Success.
(Report on file)

6. MONITORING REPORT

6.1. Workforce Training and Continuing Education Monitoring Report   B – **INFORMATION**

Associate Vice Chancellors for Academic Affairs Timothy Sherwood and Joseph Petrosky presented to the Board. OCC's workforce training and continuing education meet diverse and dynamic training/education needs across industries, careers, and lives and are mission focused on:

- Economic Development
- Skilled Workforce
- Community Needs
- Lifelong Learning and Enrichment
- Connecting Diverse Stakeholders
- Facilitating Collaboration
- Advancing the Region

Areas the report focused on:
- Workforce Training and Business Services
- Continuing and Professional Education
- Workforce Training & Continuing Education
- CREST Future Direction
- Economic and Community Impact

(Report on file)

Chair McCulloch asked for some projections on areas we are looking to improve, as well as future goals, and how they will be measured. Dr. Sherwood and Mr. Petrosky will provide this information to the Board.

Chair McCulloch asked for a motion to receive and file the report. Trustee Davis so MOVED, and Trustee Jackson seconded.

AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None   Motion Carried

7. **ACTION ITEMS**

Action item 7.1 OCC and AFSCME Local 1999 Maintenance Master Agreement will be addressed by the Board following the Closed Session taking place after agenda item 8. Information Items.

8. **INFORMATION ITEMS**

8.1 PFM Update   C – **INFORMATION**

Brian Quinn, Managing Director at PFM Asset Management, provided the annual report to the Board on OCC's Investment Portfolio. Overall, the College's portfolio is up 17 percent from last year, and remains in compliance with the College's Investment Policy and the Michigan Community College Code.
(Report on file)

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

AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None   Motion Carried

8.2 2018-2019 Annual Audit   D – **INFORMATION**

Vice Chancellor for Administrative Services Bobbie Remias reported on the 2018-2019 annual audit. She introduced Dana Coomes and Steve Bonder from Plante Moran who informed the Board that the College received an unmodified opinion and had no audit issues. They also shared the awards the Finance Department received.
 (Reports on file)

Trustee Bertolini MOVED the Board of Trustees receive and file the 2018-2019 Annual Audit. Trustee Bryant seconded.

AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None   Motion Carried

Chair McCulloch asked for a motion to move into closed session, as requested by Administration under Section 8(c) of the Michigan Open Meetings Act, to discuss collective bargaining agreement negotiations. Trustee Bryant so MOVED, and Trustee Davis seconded.

ROLL CALL VOTE:

AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None   Motion Carried

The Board went into closed session at 8:40 p.m.

The Board returned to open session at 8:48 p.m.

7.1 OCC and AFSCME Local 1999 Maintenance Master Agreement   E – **ACTION**
       September 27, 2019 – June 30, 2024

Trustee Davis MOVED the Board of Trustees approve the collective bargaining agreement with American Federation of State, County and Municipal Employees Local 1999 covering the period of September 27, 2019 – June 30, 2024. Trustee Bertolini seconded.

AYES: Bertolini, Bryant, Davis, Jackson, McCulloch

NAYS: None   Motion Carried

9. **BOARD COMMENTS**

Trustee Bertolini complimented the Chancellor on his presentation stating she thought the student personas were very creative. She also continues to be impressed with CREST. Regarding the distance learning, Trustee Bertolini encouraged administration and faculty to continue to work together on expanding distance education programs.

Trustee Jackson echoed Trustee Bertolini's remarks regarding distance learning and stated we cannot have infighting on this matter. Trustee Jackson also updated the Board on two events she recently attended: the MCCA Board of Directors Meeting in Petoskey and the ACCT Leadership Congress in San Francisco.

10. ADJOURNMENT

There being no further business, Chair McCulloch adjourned the meeting at 8:59 p.m.

_____

Cherie A. Foster

_____

Date

_____

John P. McCulloch, Chair

_____

Pamela S. Jackson, Secretary

ACTION
Board Agenda Item <u>7.1</u>
November 19, 2019

<u>2020 BOARD OF TRUSTEES REGULAR MEETING</u>
<u>AND CONFERENCE SCHEDULE</u>

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 2020 Regular Meeting and Conference Schedule dates as attached.

MOTION

Move the Board of Trustees approve the 2020 Board of Trustees Regular Meeting and Conference Schedule dates.

BOARD OF TRUSTEES
2020 Regular Meeting and Conference Schedule*

January 14, 2020**	District Office Board Room	6:30 p.m.	Regular Meeting
February 9-12, 2020	**Washington, DC**		**ACCT National Legislative Summit**
February 18, 2020	Auburn Hills Campus Room G240	7:00 p.m.	Regular Meeting
March TBD, 2020	Location and Time TBD		Board Retreat
March 17, 2020	District Office Board Room	6:30 p.m.	Regular Meeting
March 19-20, 2020	**Lake Michigan College Benton Harbor**	**6:00 p.m. to 3:00 p.m. next day**	**MCCA Board of Directors Spring Meeting**
April 5-7, 2020	**National Harbor, MD**		**AGB's National Conference on Trusteeship**
April 21, 2020	District Office Board Room	6:30 p.m.	Regular Meeting
May 19, 2020	Highland Lakes Campus Student Center	7:00 p.m.	Regular Meeting
June 16, 2020	Orchard Ridge Campus Building/Room J306	7:00 p.m.	Regular Meeting
July 22-24, 2020	**Mission Point Resort Mackinac Island**		**MCCA Summer Workshop**
August TBD, 2020	Location and Time TBD		Board Retreat (if necessary)
September 15, 2020	Royal Oak Campus Lila Jones-Johnson Theater	7:00 p.m.	Regular Meeting
Sept. 30 – Oct. 3, 2020	**Chicago, IL**		**ACCT Leadership Congress**
October 20, 2020	Southfield Campus Rooms A201 and A202	7:00 p.m.	Regular Meeting

October 22-23, 2020	**Montcalm CC** **Sidney**	**6:00 p.m.** **to 3:00 p.m. next day**	**MCCA Board of Directors** **Autumn Meeting**
November 17, 2020	District Office Board Room	6:30 p.m.	Regular Meeting
December 15, 2020	District Office Board Room	6:30 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.*

11/06/19

OAKLAND COMMUNITY COLLEGE™
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INFORMATION

Board Agenda Item 8.1
November 19, 2019

QUARTERLY FINANCE REPORT
For the Quarter Ended September 30, 2019

OAKLAND COMMUNITY COLLEGE
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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 semester quarters and the majority of the expenditures follow the semester quarters – not calendar months. In the General Fund, the College has three major revenue sources following different receipt schedules. Tuition revenues are received on a semester schedule. State appropriations are received on a monthly schedule, October through August. Property taxes are received primarily from August through October.

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

COMMENTS

For the Quarter Ended September 30, 2019

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

FINANCIAL HIGHLIGHTS

Revenues:

In the General Fund, the College recorded total revenues of $68,724,303 (column 3) compared to $70,136,994 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of $708,154 (column 3) compared to $964,820 (column 4) at the end of the same quarter last year. In Auxiliary Funds, the College recorded total revenues of $2,030,037 (column 3) compared to $2,324,907 (column 4) at the end of the same quarter last year.

- *Property Taxes:* The total amount is $48,057,845 (column 3) compared to $50,478,472 (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 when compared to the same quarter last year have decreased but this is due to timing of deposits and when looking ahead for 2020, property tax revenues are expected to be higher than fiscal year 2019 due to rising property tax values.

- *Tuition and Fees*: The total amount is $18,508,255 (column 3) compared to $18,495,748 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2019 is slightly better than the budgeted decline and registered credit hours are slightly higher than fall 2018 enrollment.

- *Auxiliary Activities:* The total amount is $2,030,037 (column 3) compared to $2,324,907 (column 4) in the Auxiliary Fund as of the end of the same quarter last year. Lower enrollment and cost saving strategies for our students have resulted in decreased sales revenue in the bookstores.

Expenditures:

The College recorded total expenditures in the General Fund of $27,223,866 (column 3) compared to $25,336,129 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of $876,273 (column 3) compared to $839,564 (column 4) as of the end of the same quarter last year. In the Auxiliary Funds, the College recorded total expenditures of $1,742,981 (column 3) compared to $1,923,282 (column 4) as of the end of the same quarter last year.

> *Employee Salaries and Wages:* The amount is $13,636,865 (column 3) compared to $12,959,439 (column 4) as of the end of the same quarter last year in the General Fund. This is an increase due to step movement and contractual increases as well as the filling of vacant positions. The remaining vacant budgeted positions that have not been filled as well as delays in filling other open positions could generate some savings in both salaries and full-time benefits.

> *Other Operating Expenses:* In the General Fund and Designated Fund, other operating expenses are higher than the same quarter last year. For the General Fund these increases are due to the purchases of software, hardware maintenance, and other expenses. These operating expenses are expected to trend below budget through year end. In the Auxiliary Fund the amount is $1,350,874 (column 3) compared to $1,514,345 (column 4) as of the end of the same quarter last year. This decrease closely mirrors the revenue reductions in the campus bookstores.

SUMMARY:

Revenue from Tuition and Fees is slightly increased in fiscal year 2020 due to a small increase in headcount and contact hours from fiscal year 2019 and is expected to remain somewhat stable throughout the year. The College continues to promote enrollment increases with marketing, recruiting, student service and academic efforts. The College also anticipates an increase in tax revenue as a result of increasing property tax values within the county. In addition, the College continues to closely watch expenditures across all funds for best use of resources. As September 30th is early in the academic year, administration will continue to monitor all revenue and expenses as the year progresses.

OAKLAND COMMUNITY COLLEGE
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GENERAL FUND BUDGET STATUS REPORT
For the Quarter Ended September 30, 2019

(1)	(2) TOTAL REVENUES BUDGET		(3) REVENUES YTD		(4) PRIOR YTD REVENUES		(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:							
Property Taxes	$	88,890,000	$	48,057,845	$	50,478,472	54.06%
State Appropriations		24,093,000		65,450		15,654	0.27%
Tuition & Fees		37,473,367		18,508,255		18,495,748	45.08%
Investment Income		4,900,000		1,840,756		1,060,583	37.57%
Miscellaneous Revenue		1,104,840		251,996		86,537	17.57%
Unrealized Gain/(Loss) on Investments						-	-
TOTAL REVENUES	**$**	**156,461,207**	**$**	**68,724,303**	**$**	**70,136,994**	**42.85%**

	TOTAL EXPENSES BUDGET		EXPENSES YTD		PRIOR YTD EXPENSES		YTD PERCENT OF EXPENSES INCURRED
EXPENDITURES:							
Employee Salaries and Wages	$	71,240,210	$	13,636,865	$	12,959,439	18.33%
Fringe Benefits		33,435,520		6,265,480		5,714,746	17.92%
Contracted Temporary Personnel		2,843,844		429,959		411,807	9.42%
Utilities		4,237,512		598,464		636,692	14.12%
Other Operating Expenses		25,206,127		6,293,096		5,613,445	20.23%
TOTAL EXPENDITURES	**$**	**136,963,213**	**$**	**27,223,866**	**$**	**25,336,129**	**18.24%**

TRANSFERS:							
Transfer (to) from General Fund	$	-	$	-	$	-	0.00%
Transfer (to) from Loan Fund		-		-		-	0.00%
Transfer (to) from Auxiliary Fund		-		-		-	0.00%
Transfer (to) from Endowment/Restricted		(600,000)		-		-	0.00%
Transfer (to) from Plant Fund		(15,000,000)		-		-	0.00%
All Other Transfers		(2,719,078)		-		-	0.00%
TOTAL TRANSFERS	**$**	**(18,319,078)**	**$**	**-**	**$**	**-**	**0.00%**

OAKLAND COMMUNITY COLLEGE
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DESIGNATED FUND BUDGET STATUS REPORT
For the Quarter Ended September 30, 2019

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	$ -	$ -	$ -	0.00%
State Appropriations	-		-	0.00%
Tuition & Fees	3,580,994	662,036	759,404	18.49%
Investment Income	-		-	0.00%
Miscellaneous Revenue	324,775	46,117	205,417	14.20%
Unrealized Gain/(Loss) on Investments	-		-	0.00%
TOTAL REVENUES	**$ 3,905,769**	**$ 708,154**	**$ 964,820**	**18.13%**

	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
EXPENDITURES:				
Employee Salaries and Wages	$ 2,240,670	$ 474,082	$ 441,372	21.16%
Fringe Benefits	1,084,986	174,199	160,768	16.06%
Contracted Temporary Personnel	1,666,316	144,363	69,996	8.66%
Utilities	-		-	0.00%
Other Operating Expenses	1,632,875	83,629	167,427	5.12%
TOTAL EXPENDITURES	**$ 6,624,847**	**$ 876,273**	**$ 839,564**	**13.23%**

TRANSFERS:				
Transfer (to) from General Fund	$ 2,719,078	$ -	$ -	0.00%
Transfer (to) from Loan Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	-	-	-	0.00%
Transfer (to) from Plant Fund	-	-	-	0.00%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	**$ 2,719,078**	**$ -**	**$ -**	**0.00%**

OAKLAND COMMUNITY COLLEGE
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AUXILIARY FUND BUDGET STATUS REPORT
For the Quarter Ended September 30, 2019

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF REVENUES RECOGNIZED
REVENUES:				
Property Taxes	$ -	$ -	$ -	0.00%
State Appropriations	-	-	-	0.00%
Tuition & Fees	-	-	-	0.00%
Auxiliary Activities	5,602,825	2,009,108	2,130,685	35.86%
Investment Income	-		-	0.00%
Miscellaneous Revenue	4,400	20,928	194,222	475.63%
Unrealized Gain/(Loss) on Investments	-	-	-	0.00%
TOTAL REVENUES	**$ 5,607,225**	**$ 2,030,037**	**$ 2,324,907**	**36.20%**

	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF EXPENSES INCURRED
EXPENDITURES:				
Employee Salaries and Wages	$ 904,475	$ 263,018	$ 271,445	29.08%
Fringe Benefits	448,014	118,342	123,460	26.41%
Contracted Temporary Personnel	53,500	10,747	14,032	20.09%
Utilities	-	-	-	0.00%
Other Operating Expenses	4,262,900	1,350,874	1,514,345	31.69%
TOTAL EXPENDITURES	**$ 5,668,889**	**$ 1,742,981**	**$ 1,923,282**	**30.75%**

TRANSFERS:				
Transfer (to) from General Fund	$ -	$ -	$ -	0.00%
Transfer (to) from Loan Fund	-	-	-	0.00%
Transfer (to) from Auxiliary Fund	-	-	-	0.00%
Transfer (to) from Endowment/Restricted	-	-	-	0.00%
Transfer (to) from Plant Fund	-	-	-	0.00%
All Other Transfers	-	-	-	0.00%
TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**0.00%**

INFORMATION

Board Agenda Item 8.2
November 19, 2019

FACILITIES QUARTERLY REPORT
For the Quarter Ended September 30, 2019

2020 RENOVATION / MAJOR MAINTENANCE PROGRAM

Project Name	Location	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
Building A Study	AH	$283,949.85	$0.00	$283,949.85	1		$283,949.85
HVAC Replacement, Mtec	AH	$1,494,190.99	$0.00	$1,494,190.99	1		$1,494,190.99
Temporary Welding/Auto Lab Renovation	AH	$132,866.00	$0.00	$132,866.00	1	$163.09	$132,702.91
Ceramic Study / Renovation, Bldg. E	AH	$297,681.51	$0.00	$297,681.51	1		$297,681.51
Bldg. G IT Generator Replacement	AH	$137,532.72	$0.00	$137,532.72	1	$119.24	$137,413.48
Bldg. A Equipment Relocations	AH	$10,000.00	$0.00	$10,000.00	1		$10,000.00
Access Control	CW	$500,000.00	$0.00	$500,000.00	1		$500,000.00
Parking Lot Fixture Upgrade	CW	$190,000.00	$0.00	$190,000.00	1		$190,000.00
CCTV Enhancements	CW	$500,000.00	$0.00	$500,000.00	1		$500,000.00
Roof Upgrades	CW	$1,000,000.00	-$70,000.00	$930,000.00	1		$930,000.00
Paving, Catch Basins & Sidewalk	CW	$1,000,000.00	-$640,000.00	$360,000.00	1		$360,000.00
Carpet/Flooring Replacement	CW	$200,000.00	-$110,000.00	$90,000.00	1		$90,000.00
Eyewash Stations/Ventilation	CW	$100,000.00	$0.00	$100,000.00	1		$100,000.00
Site Work & Small Projects	DO	$100,000.00	$0.00	$100,000.00	1		$100,000.00
Site Work & Small Projects	HL	$150,000.00	-$30,000.00	$120,000.00	1		$120,000.00
Exterior Lighting Upgrades, Site Wide	OR	$135,000.00	$0.00	$135,000.00	1		$135,000.00
Smith Theatre Lighting Upgrade	OR	$95,319.14	$0.00	$95,319.14	1		$95,319.14
Site Work & Small Projects	OR	$150,000.00	-$65,000.00	$85,000.00	1		$85,000.00
Elevator Restoration - J Bldg.	OR	$300,000.00	$0.00	$300,000.00	1		$300,000.00
HVAC Repair (HV1E), Bldg. A	RO	$245,075.00	$0.00	$245,075.00	1		$245,075.00
Hot/Cold Water Circulation Upgrade, Site Wide	RO	$150,000.00	$0.00	$150,000.00	1		$150,000.00
Site Work & Small Project	RO	$150,000.00	-$20,000.00	$130,000.00	1		$130,000.00
Culinary Program Development	RO	$500,000.00	$0.00	$500,000.00	1		$500,000.00
New Powerhouse	RO	$10,000,000.00	$0.00	$10,000,000.00	1		$10,000,000.00
Market Place & Bkstr Study	RO	$0.00	$20,000.00	$20,000.00	1		$20,000.00
Public Safety Remodel, Bldg. A	SF	$88,993.63	$0.00	$88,993.63	1		$88,993.63
Fire Alarm Upgrade, Site Wide	SF	$64,500.00	$0.00	$64,500.00	1		$64,500.00
HVAC Control System Upgrade - Library	SF	$87,000.00	$0.00	$87,000.00	1		$87,000.00
Exterior Lighting Upgrade, Bldg. A	SF	$8,656.00	$0.00	$8,656.00	1		$8,656.00
Variable Frequency Drive Upgrade, Bldg. A	SF	$15,200.00	$0.00	$15,200.00	1		$15,200.00
Site Work & Small Projects	SF	$50,000.00	$0.00	$50,000.00	1		$50,000.00
Hallway Floor Replacement, Bldg. J	AH	$70,000.00	$0.00	$70,000.00	2		$70,000.00
MTEC Parking Lot Replacement	AH	$0.00	$70,000.00	$70,000.00	2		$70,000.00
Erosion & Drainage Improvements, Woodland Hall	HL	$40,631.93	$0.00	$40,631.93	2		$40,631.93
Lighting Replacements, Site Wide	HL	$96,553.00	$0.00	$96,553.00	2		$96,553.00
Burner Assembly Replacement, Central Plant	HL	$129,000.00	$0.00	$129,000.00	2		$129,000.00
Entry Door Replacements & Hardware Upgrades, Site Wide	HL	$89,218.31	$0.00	$89,218.31	2		$89,218.31
Plumbing Fixture Replacement, High Oak Hall	HL	$5,634.00	$0.00	$5,634.00	2		$5,634.00
Stair Safety Upgrades, High Oak Hall	HL	$8,382.31	$0.00	$8,382.31	2		$8,382.31
Parking Lot Fixture Upgrade	HL	$10,000.00	$0.00	$10,000.00	2		$10,000.00
Signage Upgrade, Site Wide	OR	$1,000,000.00	$0.00	$1,000,000.00	2	$8,500.00	$991,500.00
Tunnel Site Drainage	OR	$193,660.00	$0.00	$193,660.00	2	$3,767.90	$189,892.10
Bldgs F-J Concrete Ramp Restoration	OR	$0.00	$30,000.00	$30,000.00	2		$30,000.00
Bldg. C Roof Replacement	RO	$0.00	$20,000.00	$20,000.00	2		$20,000.00
Bookstore Renovation, Bldg. G	AH	$50,000.00	$0.00	$50,000.00	3		$50,000.00
Bldg. F Carpet Replacement	AH	$0.00	$110,000.00	$110,000.00	3		$110,000.00
Levinson Hall Piping Replacement	HL	$0.00	$30,000.00	$30,000.00	3		$30,000.00
Bldg. N Garage Door Modifications	OR	$0.00	$15,000.00	$15,000.00	3		$15,000.00
Parking Lot Improvements	SF	$14,892.92	$450,000.00	$464,892.92	3		$464,892.92
Bldg. C Programming	AH	$35,000,000.00	$0.00	$35,000,000.00	4	$34,826.09	$34,965,173.91
Office Reconfiguration, Bldg. B	AH	$113,494.99	$20,000.00	$133,494.99	4	$274.63	$133,220.36
Catch Basin Restorations	CW	$0.00	$120,000.00	$120,000.00	4		$120,000.00
Roofing Maintenance Program	CW	$0.00	$70,000.00	$70,000.00	4	$577.01	$69,422.99
Woodland Hall Counseling Renovation	HL	$52,879.60	$45,000.00	$97,879.60	4		$97,879.60
Power House Study	OR	$5,103,411.86	$0.00	$5,103,411.86	4	$342,536.74	$4,760,875.12
Electrical Distribution Upgrade, Site Wide	OR	$950,000.00	$0.00	$950,000.00	4	$96,853.44	$853,146.56
Parking Lot Access Gate Replacements	OR	$0.00	$10,000.00	$10,000.00	4		$10,000.00
Site work & Small Projects	SF	$196,392.23	$0.00	$196,392.23	4	$17,836.60	$178,555.63
Bldgs. HJK Heating Hot Water Piping Restoration	AH	$6,033.50	$0.00	$6,033.50	5	$6,033.50	$0.00

2020 RENOVATION / MAJOR MAINTENANCE PROGRAM

Project Name	Location	Initial Budget	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
Variable Frequency Drive Rplcmt, Central Plant	HL	$0.00	$0.00	$0.00	5		$0.00
Install VFD's for Cooling Tower Fans, Site Wide	HL	$125,781.00	$0.00	$125,781.00	5		$125,781.00
HL Marketplace	HL	$104,526.13	$0.00	$104,526.13	5	$4,352.50	$100,173.63
Bldg. J Culinary Domestic Hot Water System Upgrade	OR	$20,000.00	$0.00	$20,000.00	5	$3,719.27	$16,280.73
Coil Replacements	OR	$60,000.00	$10,000.00	$70,000.00	5	$9,831.75	$60,168.25
Insurance Claims	AH	$114,342.64	$0.00	$114,342.64	5		$114,342.64
Insurance Bldg. L Flood Restoration	OR	$50,000.00	$0.00	$50,000.00	5		$50,000.00
Public Safety Remodel, Bldg. B	RO	$19,657.78	$0.00	$19,657.78	5		$19,657.78
Parking Structure Restoration, North	RO	$462,405.86	$0.00	$462,405.86	6		$462,405.86
Construction Mgmt Core Staff	CW	$400,000.00	$0.00	$400,000.00			$400,000.00
Academic Enhancements	CW	$1,000,000.00	-$85,000.00	$915,000.00			$915,000.00
Emerging Needs / Contingency / Emergency Repair	CW	$1,000,000.00	$0.00	$1,000,000.00			$1,000,000.00
Grand Total		**$64,622,862.90**	**$0.00**	**$64,622,862.90**		**$529,391.76**	**$64,093,471.14**

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

INFORMATION

Board Agenda Item 8.3
November 19, 2019

INFORMATION TECHNOLOGY QUARTERLY REPORT
July 1 to September 30, 2019

IT PROJECTS

Quarterly Status Report as of September 30, 2019

Select a Quarter End Date to view the Report: [September 30, 2019   ▼]

Description	Location	Status	Progress	2019-20 Budget $	2019-20 Committed Costs	2019-20 Balance	Multi-year Project
Campus Server Replacement	CW	Not Started		$100,000	$0	$100,000	1
Chatbot	CW	Definition		$50,000	$0	$50,000	1
College Data Backup Solution	CW	Definition		$300,000	$0	$300,000	1
Communication and Collaboration tools	CW	Definition		$150,000	$0	$150,000	1
Dark Fiber Optics	CW	Implementation		$0	$0	$0	5
Data Center Servers and Storage	CW	Testing		$0	$0	$0	5
DO UPS Replacement	DO	Not Started		$50,000	$0	$50,000	1
E Doc and E Workflows	CW	Implementation		$160,000	$138,250	$21,750	1
Firewall replacement	CW	Definition		$1,500,000	$0	$1,500,000	1
Replace Colleague Server Hardware	AH	Definition		$150,000	$0	$150,000	1
Text Aggregator	CW	Definition		$50,000	$0	$50,000	1
UPS Replacement for campus Closets	CW	Not Started		$120,000	$0	$120,000	1
VDI	CW	Implementation		$1,000,000	$1,000,000	$0	5
Totals				**$3,630,000**	**$1,138,250**	**$2,491,750**	

Campus Server Replacement
This refers to servers and disk storage installed on our campuses used to manage printer queues, host campus specific software applications, and deploy computer images. The existing servers are past their useful lives and need to be replaced.

Chatbot
This refers to Artificial Intelligence (AI) software used to improve/streamline our student' interactions. The Chatbot offers students self-service answers via chat using various channels: OCC web page, social media, text, email reducing call transfers; expanding availability to 24x7x365; and to help off-load traffic during business hours allowing our front line staff to handle more complex student questions and issues.

College Data Backup Solution
This refers to the software and storage devices that are used to make daily backups of the College's digital data. In the event of a hardware failure or accidental deletion, this solution can restores the lost data.

Communication and Collaboration tools
This is a project to implement the Microsoft Office 365 suite for use by employees to improve college-wide efficiency, effectiveness, and collaboration. In addition, this same software suite will be used to replace our aging Infomart intranet.

Dark Fiber Optics
This refers to the electronic components that are attached to a fiber optic cable to enable it to transmit and receive information: voice and data. Before the electronics are installed, the cable is known as 'dark fiber' because it has no light passing through it and therefore cannot transmit data.

Data Centers Servers and Storage (SAN)
This refers to computers (Servers) and disk storage installed in our data centers to process and house the software applications and databases of the college. Note: a SAN is a Storage Area Network.

DO UPS Replacement
This refers to the Uninterruptable Power Supply (UPS) that supports the DO IT closet to ensure that the servers, telephony and networking equipment remain functional in the event of a power outage. The existing UPS equipment has passed its useful life and needs to be replaced.

eDoc and eWorkflows (electronic document and electronic workflow**)**
This project refers to the expansion of our document imaging solution to all departments throughout the college in an attempt to eliminate all paper documents and move to a 'paper-free' workplace. This project provides a 'greener', more efficient, more effective college.

Firewall Replacement
This refers to the specialized security equipment that filters, monitors and blocks cybersecurity threats from the Internet.   Firewalls create a gateway barrier that limits what traffic can enter the college from the Internet.

Replace Colleague Server Hardware
This refers to computers (Servers) and disk storage installed in our data centers to process and house the Colleague software application (Student Information System).

Text Aggregator
This refers to the purchase of text message capacity for the college to use to communicate with our students. Text messaging will be added as a channel to a variety of departments who provide student services including Counseling, Admissions, ASC, Registrar, etc.

UPS Replacement for Campus Closets
This refers to the Uninterruptable Power Supply (UPS) that supports the IT closets at each campus to ensure that the servers, telephony and networking equipment remain functional in the event of a power outage. The existing UPS equipment has passed its useful life and needs to be replaced.

VDI (Virtual Desktop Infrastructure)
VDI is a virtualization technology that hosts a desktop (PC) operating system and/or software on a centralized server in a data center. VDI provides easier access to academic software for students by publishing the software to the device where they log in while allowing better asset utilization for the college by reducing the need for discipline-specific classrooms and labs.

INFORMATION
Board Agenda Item <u>8.4</u>
November 19, 2019

<u>OCC FOUNDATION REPORT</u>
<u>QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS</u>
<u>January 1 to September 30, 2019</u>

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.

Highlights

The Foundation has raised <u>$336,415 through September 30 toward the goal of $625,000</u>, on pace with the total at this time last year. Donor counts are slightly above prior-year levels. Significant donor renewal and acquisition activities scheduled for the remainder of the year are projected keep the Foundation on target, provided an anticipated testamentary gift is received.

The Foundation celebrated its <u>40th Anniversary</u> with a special event at the DIA on October 11. Approximately 100 guests reflected on four decades of supporting student success, marked the 10 millionth dollar raised, and anticipated future accomplishments.

<u>New scholarships</u> funded in this quarter include the Cheryl Feinberg Endowed Scholarship, funded from her estate, and the Mary Federlein Memorial Annual Scholarship.

The OCC Foundation Board of Directors has issued a challenge match to endow the Student Success Fund. Contributions to the fund will be matched dollar for dollar, up to $40,000. The Student Success Fund is OCC's rapid response to students facing a financial emergency.

OAKLAND COMMUNITY COLLEGE
Excellence *Empowered.*

OCC FOUNDATION REPORT
QUARTERLY PROGRESS TOWARD CALENDAR-YEAR GOALS
January 1 to September 30, 2019

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.

	CY2018 Actual		CY2019 Goals		CY2019 Actual TD		% of Goal	
	Count	Amount	Count	Amount	Count	Amount	Count	Amount
Total	**462**	**$537,508**	**492**	**$625,000**	**240**	**$336,415**	**48.8%**	**53.8%**
Giving Level								
$100,000 and up	0	$0	1	$100,000	0	$0	0.0%	0.0%
$10,000 and up	14	245,859	15	215,000	8	147,921	53.3%	68.8%
$1,000 to $9,999	96	227,949	105	245,000	74	156,976	70.5%	64.1%
Under $1,000	352	63,700	371	65,000	158	31,518	42.6%	48.5%
Retention Status								
Acquired	119	$63,473	114	$131,650	65	$55,403	57.0%	42.1%
Recovered	101	99,813	98	162,250	27	45,475	27.6%	28.0%
Retained	242	374,222	280	331,100	148	235,537	52.9%	71.1%
Retained from Prior Year	57.2%	87.7%	60.6%	61.6%	32.0%	43.8% #	52.9%	71.1%

	FY2015-16		FY2016-17		FY2017-18	
	Count	Amount	Count	Amount	Count	Amount
Giving Level						
$1,000 and up	79	$294,430	74	$285,064	89	$395,989
Under $1,000	260	55,135	309	54,622	284	51,542
Total	**339**	**$349,565**	**383**	**$339,686**	**373**	**$447,531**
Retention Status						
Acquired	64	$39,946	120	$29,882	97	$95,061
Recovered	55	55,341	68	65,201	97	60,927
Retained	220	254,278	195	244,603	179	291,543
Total	**339**	**$349,565**	**383**	**$339,686**	**373**	**$447,531**
Retained from Prior Year	50.6%	72.2%	57.5%	70.0%	46.7%	85.8%

INFORMATION

Board Agenda Item 8.5
November 19, 2019

STRATEGIC PLAN UPDATE

The renewal process for the 2020 – 2023 Strategic Plan for Oakland Community College is currently in the "Gather Feedback" stage of the process with a focus on the following next steps:

- Place Strategic Plan materials on the Academic Senate agenda for feedback (currently in process)
- Broadly share Strategic Plan materials via InfoMart inviting electronic feedback (targeted for December 2019)
- Hold campus meetings to share Strategic Plan materials and provide Q&A and feedback forums (targeted for January 2020)

Upon collecting feedback via the above process, the Strategic Planning Committee will meet to refine the plan based on feedback (targeted for February 2020). The process will then move to the following steps:

- Form Strategic Direction Steering Committees (February 2020)
- Identify Strategic Objective sponsors in coordination with steering committees (March 2020)
- Establish measures for each Strategic Objective with direct involvement with IE (March – April 2020)
- Develop Action Plans to support Strategic Objectives (April – May 2020)
- Form Action Plan teams (April – May 2020)
- Ask for approval of refined Strategic Plan from the Board (June 2020)

Upon approval, ongoing success will be driven by the following key activities:

- Quarterly reviews to monitor and track the progress of the Action Plans via metrics and data
- Active Strategic Direction Steering Committees
- Consistent and Effective Action Plan Teams
- Quarterly Board and Campus Updates
- Effective "Run the College" Activities (Monitoring Reports, Department Operating Plans)
- Annual review of Strategic Objectives to ensure Action Plans are achieving measurable results (moving the needle)
- Continuous feedback loops via Senate Leadership and Senate Academic Planning Committee