



OAKLAND COMMUNITY COLLEGE®

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## **Board of Trustees Regular Meeting**

Oakland Community College

May 21, 2024 at 5:45 PM EDT to May 21, 2024 at 8:30 PM EDT

2900 Featherstone Road, G-building, Room 240

### **Agenda**

**A Public Hearing and the Regular Meeting for the Board of Trustees of Oakland Community College will be held on Tuesday, May 21, 2024, 5:45 p.m., at the Auburn Hills Campus, Building G, Room 240, 2900 Featherstone Road, Auburn Hills, Michigan.**

This meeting is preceded by a public hearing for the proposed budget and financial forecast for fiscal years 2025-2029. The Regular meeting of the Board of Trustees will commence immediately following the public hearing. This meeting will include a request for a closed session under Michigan's Open Meetings Act, pursuant to MCL 15.268(c), to discuss a written legal opinion from the College's Acting General Counsel regarding the status of OCC's Highland Lakes property.

#### **1. Call to Order**

#### **2. Attendance**

#### **3. Approval of Minutes**

**3.1. March 12, 2024 Special Meeting Minutes**

**3.2. May 1, 2024 Special Meeting Minutes**

**3.3. May 1, 2024 Special Meeting Closed Session Minutes**

#### **4. Communications**

**4.1. Community Comments**

**4.2. Academic Report**

**4.2.1. Academic Senate Report**

**4.2.2. Provost Update**

**4.3. Chancellor's Comments**

**4.4. Student Engagement Report**

#### **5. Action Items**

**5.1. 2025-2029 Proposed Budget and Financial Forecast**

**5.2. 2024 Tax Levy of Operating Millage**

**5.3. Board Policies and Procedures - Trustee Vacancy Procedures (first reading)**

#### **6. Information Items**

CONSENT CALENDAR - INFORMATION ITEMS

Items 7.1 to 7.5 listed below on the Consent Calendar – Information Items 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 discussed separately.

**6.1. Finance Quarterly Report**

**6.2. College Facilities Quarterly Report**

**6.3. Information Technology Quarterly Report**

**6.4. OCC Foundation Quarterly Report**

**6.5. Strategic Plan Update**

END OF CONSENT INFORMATION ITEMS

## **7. CONSIDER MOVING INTO CLOSED SESSION**

PURSUANT TO MCL 15.268(H)/MCL 15.243(1)(G), TO DISCUSS A WRITTEN LEGAL OPINION FROM THE COLLEGE'S ACTING GENERAL COUNSEL REGARDING THE STATUS OF OCC'S HIGHLAND LAKES PROPERTY.

## **8. Board Comments**

## **9. Adjournment**

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



**BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
March 12, 2024  
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 6:02 p.m.

**2. ATTENDANCE**

Present:

Pamela S. Jackson, Chair  
Kathleen A. Bertolini, Vice Chair  
Shirley J. Bryant, Treasurer  
Susan Gibson, Secretary

Absent:

Edward D. Callaghan, Trustee  
Pamala M. Davis, Trustee  
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: Bryant, Bertolini, Gibson, Jackson

NAYS: None

Motion Carried

**4. APPROVAL OF MINUTES**

4.1 January 9, 2024 Regular Meeting Minutes

**A – ACTION**

Trustee Gibson MOVED to approve the January 9, 2024 Regular Meeting Minutes. Trustee Bryant seconded.

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None

Motion Carried

#### 4.2 January 9, 2024 Closed Session Meeting Minutes

**B – ACTION**

Trustee Gibson MOVED to approve the January 9, 2024 Closed Meeting Minutes. Trustee Bryant seconded.

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None

Motion Carried

### 5. COMMUNICATIONS

#### 5.1. Community Comments

No community comments

#### 5.2. Academic Report

##### 5.2.1. Academic Senate Update

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

- Updated Academic Honesty policy regarding plagiarism
- Senate continues to encourage all disciplines to develop a policy that meets their disciplinary needs and expectations for AI
- Several standing committees continue to develop a wide array of resources online and various presentations and other professional development opportunities for all faculty to engage with the AI phenomenon.

##### 5.2.2. Provost Update

Dr. Jennifer Berne, Provost provided the update. Below are the topics she touched on:

- Faculty have completed their first cycle of outcomes assessment reporting with a new product ELUMEN. This data is aggregated in a number of ways to promote discussions of teaching strategies that best promote student achievement.
- The gateway project is in its second iteration. Projects range from small tweaks to transformational projects. We will report with some detail in May when the first year of these projects is complete.
- The academic early intervention program continues to gather steam. Faculty are reporting student academic struggles early in the semester, in order for there to be time to reach out and support.
- General Education faculty currently at Highland Lakes are making plans to move to their new campus homes.
- Various things are being done to help break down barriers to student's success. One focus are the early momentum metrics. Research shows that students who take English or Math in their first year as well as take 30 credit hours per year and

much more likely to complete. We are adjusting our program plans to reflect this. Our part-time plans will also be adjusted to suggest that summer session is a key indicator of success.

- In April WFD will be launching our newest short-term training program for an “Electric Vehicle Technician.” The EV program will be 14 weeks in person with some self-paced modules. This program represents another partnership with Oakland County MI Works.

### 5.3. Chancellor’s Comments

Chancellor Provenzano commented on the following:

- Welcomed the following new employees:
  - Lee Booher, Custodian
  - Emily Brohl, Dental Hygiene Specialist
  - Chris Budrow, Part & Tool Crib Attendant
  - Nada Djedovic, Faculty – Dental Hygiene
  - Elizabeth Green, Records Manager & Archivist
- The following retirees were recognized for their years of service:
  - Brenda Dilworth, Paraprofessional – 23 years
  - Virginia “Ginny” Seeterlin, Financial Aid Specialist – 18 years
- Employer of Choice – Outstanding Employees
  - Greg Stroker, Baking & Pastry Instructor was named the 2023 Pastry Chef of the Year from the Michigan Chefs de Cuisine Association
  - OCC staff embraced the spirit of the MLK Jr. holiday, a national day of service, by volunteering at the OCC Give or Take Pantry at the Orchard Ridge Campus
  - In celebration of Black History Month, OCC is proud to share some of the many exceptional Black alumni and the milestones they have reached
- College of Choice – Outstanding People
  - OCC student, Kalen Rogers has been accepted into the prestigious Broadway Al Monte Theater Program in Italy this summer. The 12-person program is primarily for students graduating with BFA’s in musical theater, but they were so impressed with Kalen he was offered a spot.
  - OCC student, Breia Roberts is another success story. She returned to OCC after leaving to raise a family, and completed a five-week CNC Machine Operator training program, providing her the perfect opportunity to take the next step in her career.
- College of Choice – Outstanding Programs
  - OCC hosted a Winter Nurse Pinning ceremony, pinning 52 students in recognition of their Associate Degree graduation.
- College of Choice – Events
  - The National African American Read In was held on February 6 to celebrate Black History Month through the joy of reading. This year was OCC’s 14<sup>th</sup> year of participation, offering both in-person and virtual readings.
- College of Choice – Social Media
  - We have reached a milestone of more than 5K followers on Instagram, this is among the highest within community colleges. Congratulations to Me

O’Leary and Alexia Lavaud for their great work.

- College of Choice – OCC in the Media
  - As always, numerous media coverage in the press and online
- Introducing OCC’s new mascot, Talon
  - Illustrated and conceptualized by OCC Graphic Design student **Hailey Martin**. Talon was hatched by our students, who submitted nearly 250 mascot suggestions from Fall 2022 to Spring 2023. A selection committee comprised of a cross-section of employees and students from the College then narrowed down to the field to the final three: Owls, Cobras, and Green Tide. The competition was exciting with more than 3,000 votes for their favorite mascot to represent the College. With Talon in the house, OCC’s old mascot, Rudy the Raider, retires after nearly 60 years. This endeavor was a huge labor of love and we want to especially thank **Peter Schade**, Graphic Design Faculty, and his Graphic Arts students studying brand identity. The OCC mascot assignment project was part of the Fall 2023 course curriculum which provided students with real-world experience in the applied principles of identity and graphics. You will be seeing more of Talon in the Fall term.

(Report on file)

## 6. MONITORING REPORT

### 6.1 Fall 2023 Monitoring Report

C – INFORMATION

Chief Strategy Officer Dr. Steven Simpson opened and greeted the Board. He introduced Kristin Carey Li, Director of College Strategy to provide the initial points of the monitoring report. She noted the positive changes and numbers being up, mentioned that we reached and exceeded our goals. She then reviewed some of the topics such as:

- Enrollment Trends – this is the first semester that community colleges have seen a rebound since the pandemic.
  - Persistency trends – increases here as well, seeing an uptick since the pandemic decreases.
- S. Simpson returned to speak regarding the most recent Noel Levitz student satisfaction survey. He thanked K. Carey Li, and noted that we are bringing in more students, and keeping more students. Part of excelling the trend lines is to hear and understand the student perspective and voices, which much comes from the Noel Levitz survey. The Noel Levitz survey is conducted every two years, followed by assessment of results and determinations of what can be done to improve. The following areas are some that S. Simpson touched on.
- Just over 2000 students responded to the most recent survey - 15.3% responded, which exceeds the 8% recommendation from Noel Levitz. Statistically this is the voice of the students.
  - Number one importance to our students being safety, which is also the area students are most satisfied with.
  - We like to see as many green boxes (positives) as possible, but there are always going to be red flags (negatives) where we can focus to work on.
  - A red flag is the gap between the importance and satisfaction.
  - No scores were received lower than 4, most everything was satisfactory. Now we determine how we can continue to improve these.

- Two areas that have improved are, the schedule, and the school does whatever it can to help me reach my educational goals.
- An area that is a red flag is, the quality of the instruction I am receiving.
- Some of the area we will focus on to continue improvement are continue working with modality of courses and compressed course offerings.
- Fast turnaround response from faculty members – our students want this to be better.
- We need to move toward consistency with grading platforms, so we can increase the data to draw from.
- Continue to focus on care metrics for students – sense of belonging is a huge area for student success. K. Hurns is leveraging the counseling department to work this way.
- Next big body of work - OCC is a place expected to triage life, we don't necessarily have to own those, but we have the avenue to connect students to those areas.
- We have seen a satisfaction increase from Fall 2021 to Fall 2023 – with almost 90% of students find value and satisfaction in the experience here at OCC.
- Summer registration is up, which is great.

Chair Jackson asked for a motion for the Board of Trustees to receive and file the Fall 2023 Monitoring Report. Trustee Bertolini MOVED to receive and file the Fall 2023 Monitoring Report. Trustee Bryant seconded.

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None  
(Report on file)

Motion Carried

## 7. ACTION ITEMS

### 7.1 2024-2025 Tuition Rates

D – ACTION

Vice Chancellor of Administrative Services T. Kostiuk provided a background for this request, noting that it was incorporated in the five-year budget plan. She highlighted the goals when considering our fees: high quality programs, affordability, modality, community contribution, balanced budget and long-term financial stability. In addition, she provided the ranking of OCC within the state's community college rates, we are at the lowest two for in-district; and out of district, we moved down a bit from previous year. We are remaining competitive and affordable.

Chair Jackson asked for a motion for the Board of Trustees to approve the 2024-2025 Tuition Rates. Trustee Gibson so MOVED, and Trustee Bertolini seconded.

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None

Motion Carried

### 7.2 Cancellation of Regularly Scheduled March Meeting

E – ACTION

Chair Jackson asked for a motion for the Board of Trustees to approve the cancellation of the regularly scheduled March meeting. Trustee Gibson so MOVED, and Trustee Bertolini seconded.



AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None

Motion Carried

## 8. INFORMATION ITEMS

### CONSENT CALENDAR – INFORMATION ITEMS

Items 8.1 to 8.5 listed below on the Consent Calendar – Information Items 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 discussed separately.

As there was no separate discussion called for Information Items 8.1 through 8.5 on the Consent Calendar, Chair Jackson asked for a motion to receive and file these reports. Trustee Bertolini so MOVED, and Trustee Gibson seconded.

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None  
(Reports on file)

Motion Carried

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

### END OF CONSENT CALENDAR – INFORMATION ITEMS

8.6 Community Review Update J - INFORMATION

Chair Jackson asked for a motion for the Board of Trustees to receive and file the Community Review Update. Trustee Bryant MOVED to receive and file the Fall 2023 Monitoring Report. Trustee Gibson seconded.

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None  
(Report on file)

Motion Carried

## 9. BOARD COMMENTS

Chair Jackson asked for a moment of silence for the passing of Lawrence Gage, retired Counseling faculty member at the Orchard Ridge Campus.

Congratulations to David Ceci, Director of Law Enforcement Training on the WDIV story this week.

Chair Jackson noted has been truly enjoying playing with the OCC Symphony. She encourages everyone to attend a performance.

## 10. ADJOURNMENT

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

AYES: Bryant, Bertolini, Gibson, Jackson

NAYS: None

Motion Carried

The meeting adjourned at 7:05 p.m.

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Kathleen E. A. Kelly

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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.



OAKLAND COMMUNITY COLLEGE  
Excellence Empowered.

# Board of Trustees Special Meeting Minutes

Oakland Community College

May 1, 2024 at 6:00 PM EDT

@ 2900 Featherstone Road, MTEC Building, Room 236

## 1. Call to Order

Chair Jackson called the meeting to order at 6:04 p.m.

## 2. Attendance

Kathleen Kelly, Board Support Secretary noted all trustees were in attendance with the exception of Trustee Davis and Trustee O'Sullivan.

## 3. Public Comments

Dennis Quist, President of OCCFA addressed the group. He noted that there are many changes happening that are affecting the faculty group, he specifically focused on the Counseling Department due to time constraints. D. Quist noted that various changes taking place are affecting student access to specific counselors. He asked the Board to speak with administration regarding the situation and possibly come to a compromised version.

## 4. Closed Session (Presenters: Andre' Poplar, Beth Rae, Guests: Plante Moran RealPointe Representatives)

**CONSIDER MOVING INTO CLOSED SESSION, PURSUANT TO MCL 15.268(C), TO RECEIVE AN UPDATE ON LABOR NEGOTIATIONS AND PURSUANT TO MCL 15.268(H)/MCL 15.243(1)(G), TO DISCUSS A WRITTEN LEGAL OPINION FROM THE COLLEGE'S ACTING GENERAL COUNSEL REGARDING THE STATUS OF OCC'S HIGHLAND LAKES PROPERTY.**

### **Motion:**

Chair Jackson asked for a motion for the Board of Trustees to move into closed session.

Motion moved by Edward Callaghan and motion seconded by Susan Gibson. Roll call vote taken: K. Bertolini, AYE; S. Bryant, AYE; E. Callaghan, AYE; S. Gibson, AYE; P. Jackson; AYE. Moved into closed session at 6:11 pm..

### **Motion:**

Chair Jackson asked for a motion for the Board of Trustees to move back into open session.

Motion moved by Edward Callaghan and motion seconded by Susan Gibson. Meeting began open session again at 8:15 p.m.

## 5. Highland Lakes Campus - Waterford Township Offer

From closed session discussion, the following motion was derived.

**Motion:**

Chair Jackson asked for a motion to authorize the Chancellor or his designee to negotiate a price for the southern portion of the Highland Lakes Campus, 51 acres, up to or close to the ranges discussed in closed session, along with some type of OCC legacy presence, yet to be determined, with the understanding that the final agreed price is subject to Board approval. Is there a second? Any discussion?

Motion moved by Kathleen Bertolini and motion seconded by Susan Gibson. The motion unanimously passed.

6. Board Comments

Trustee Callaghan provided an update regarding policy committee activities. Thanked Chair Jackson and Trustee Gibson for their attendance at a recent event.

Chair Jackson noted she had a tour of the new building and it is wonderful with a lot of opportunities. On May 23 she will be part of a panel of three women - Women of wisdom presented by Huron Valley Chamber.

7. Adjournment

**Motion:**

There being no further business, Chair Jackson asked for a motion to adjourn.

Motion moved by Susan Gibson and motion seconded by Kathleen Bertolini. Meeting adjourned at 8:38 p.m.



# **ACTION**

**Board Agenda Item 6.1**  
**May 21, 2024**

## **BUDGET AND FINANCIAL FORECAST** **FISCAL YEARS ENDING 2025-2029**

### **PROBLEM/NEEDS STATEMENT**

The College needs to adopt an operating budget for the continued operation of the College for the 2024-2025 fiscal year, which begins July 1, 2024.

### **BACKGROUND**

The Board of Trustees as a part of the annual budget process, conducts a public hearing on the budget and tax levy for the upcoming fiscal year. The final step in the budgeting process requires the Board to approve the budget.

### **MOTION**

Move the Board of Trustees approve the General Appropriations Act for the 2024-2025 fiscal year.

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
OAKLAND COMMUNITY COLLEGE**

**GENERAL APPROPRIATIONS ACT FOR THE 2024-2025 FISCAL YEAR**

At a meeting of the Board of Trustees of Oakland Community College held on the 21st day of May, 2024.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

Trustee \_\_\_\_\_ offered the following resolution and moved its adoption. Trustee \_\_\_\_\_ seconded.

**WHEREAS**, the Board of Trustees, in accordance with applicable law, has authorized and directed the Chief Administrative Officer to prepare a proposed budget for the 2024-2025 fiscal year; and

WHEREAS, copies of the proposed budget have been available to the public since May 13, 2024; and

WHEREAS, the Board of Trustees held a public hearing on its proposed budget pursuant to a notice of public hearing published in the *Oakland Press*, and

WHEREAS, the Board of Trustees is required by law to adopt an operating budget to govern expenditures prior to the beginning of the next fiscal year;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Oakland Community College as follows:

1. The total revenues estimated to be available for appropriation in the General (\$194,417,047) and Designated (\$4,981,184) Funds of Oakland Community College for the 2024-2025 fiscal year are \$199,398,231.
2. The total appropriation for the General (\$193,001,460) and Designated (\$5,315,252) Funds of Oakland Community College for the 2024-2025 fiscal year are \$198,316,712.

3. The total appropriation for the capital budget is \$244,920,780.
4. The total number of mills of ad valorem property taxes will be levied at the maximum annual rate of 1.4891 and used for general operations. The rate may be adjusted for any reduction that is required by the constitution provision which limits the growth of property tax.
5. Changes in the amount appropriated by the Board of Trustees shall require approval by the Board of Trustees. For the purposes of meeting emergency needs of Oakland Community College, a change to the appropriations may be made upon written authorization of the Chief Administrative Officer, without prior approval of the Board of Trustees. When the Chief Administrative Officer makes a change to the appropriations as permitted by this resolution, such change shall be presented to the Board of Trustees at its next regularly scheduled meeting in the form of an appropriation amendment.

All resolutions and parts of resolutions insofar as the same may be in conflict herewith are hereby rescinded.

Roll Call Vote:

AYES: Members \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAYS: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
 Pamela S. Jackson, PhD, Chair  
 Board of Trustees Oakland Community College

STATE OF MICHIGAN )  
 ) SS  
 COUNTY OF OAKLAND)

I hereby certify that the foregoing resolution is a true and complete copy of a resolution adopted by the Board of Trustees of Oakland Community College at a properly noticed open meeting held on the 21st day of May, 2024, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

\_\_\_\_\_  
 Pamela S. Jackson, PhD, Chair  
 Board of Trustees Oakland Community College



## **ACTION**

**Board Agenda Item 6.2  
May 21, 2024**

### **2024 OPERATING MILLAGE RATE FOR THE 2024-25 FISCAL YEAR**

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

The College needs to establish its General Fund Millage rate for the 2024-2025 Fiscal Year (2024 Tax Year).

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

Each year the College, as a part of its budget process, determines the total tax levy required to maintain College operations. It has been deemed necessary that the maximum annual rate of 1.4891 Mills (\$1.4891 per \$1,000) is required for the sound management and operation of the district. The rate may be adjusted for any reduction that is required by the constitution provision, which limits the growth of property tax. The final millage rate will be reported to the Board, once it is received by the County.

#### **MOTION**

Move the Board of Trustees adopt the resolution to levy the maximum annual tax rate and authorize the Vice Chancellor for Administrative Services to notify the proper assessing office of each municipality to effectuate compliance with this resolution.





**RESOLUTION FOR OPERATING MILLAGE 2024 TAX LEVY  
(FISCAL YEAR 2024-2025)**

AT A REGULAR MEETING of the Board of Trustees of Oakland Community College held on the 21st day of May, 2024.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Trustee \_\_\_\_\_.

WHEREAS, Act No. 331 of Public Acts of 1966, as amended, requires the Board of Trustees to determine the total taxes required by the Oakland Community College District (the "District") for any year, and

WHEREAS, the qualified electors of the District have heretofore authorized the Board of Trustees to levy a tax on the real and personal property within the District at a maximum annual rate of 1.4891 Mills (\$1.4891 per \$1,000) on each dollar of the taxable value of the property within the District, such rate to be adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution, and

WHEREAS, the Board of Trustees has carefully examined the financial circumstances of the District for the 2024-25 fiscal year and determined that the levy of all operating mills authorized to be levied under law was necessary for the sound management and operation of the District,

NOW, THEREFORE, BE IT RESOLVED that the District hereby declares and certifies the levy on the real and tangible personal property within the District for the fiscal year commencing July 1, 2024, at a maximum annual rate of 1.4891 Mills (\$1.4891 per \$1,000) on each dollar of the taxable value of the property within the District, as such rate shall be adjusted to conform to Michigan Constitution 1963, Article 9, §31, Section 24e of Public Act 206 of 1893, as amended, and to any legislation implementing said section of the Michigan Constitution;

BE IT FURTHER RESOLVED that it is hereby declared and certified that the total amount of taxes to be raised through the District for the operation of the College for the fiscal year commencing July 1, 2024, shall equal the amount of taxes levied from the millage rates certified pursuant to this Resolution;

BE IT FURTHER RESOLVED that, in conformance to this Resolution, the Board Chair is hereby authorized to certify the approved tax rate to be levied and the amount of taxes to be raised, and the Vice Chancellor for Administrative Services shall notify the proper assessing officers of each appropriate city or township within the District and do whatever is necessary and proper to effectuate compliance with this Resolution.

AYES:

NAYS:

I, Pamela Jackson, hereby certify that I am the Chair of the Board of Trustees of Oakland Community College and that the foregoing Resolution for Tax Levy of Operating Millage (2024-2025) is a true and correct copy of the Resolution adopted by a vote of the members of said Board on the 21st day of May, 2024, at which a quorum was present.

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Pamela S. Jackson, PhD, Chair  
Oakland Community College Board of Trustees



### Board Procedure

Procedure Type:	Board
Procedure Title:	Procedural Guide for Filling Trustee Vacancy
Office Responsible:	Board of Trustees
Related Policies:	Trustee Vacancy 1.18
Related By-Laws:	Article II. Section 7. Trustee Vacancy
Related Laws:	MCL 389.157, 158, MCL 168.311 et.seq., MCL 15.261 et.seq
HCL Criterion:	N/A

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.

<b>Exhibit A</b> <b>Example Trustee Vacancy Criteria</b>	
<b>1. Student Advocate.</b> 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:
<b>2. Commitment to Public Community College Education.</b> 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:
<b>3. Leadership.</b> 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:
<b>4. Board Policy Governance Model.</b> 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:
<b>5. Commitment to DEIJ.</b> 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:

6. <b>Fiduciary Oversight Role.</b> 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.
Comments:
7. <b>Higher Education Issues.</b> The candidate demonstrates an awareness of current issues in higher education that affect community colleges and OCC in particular.
Comments:
8. <b>Time Commitment.</b> 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.
Comments:
9. <b>Integrity.</b> The candidate has a demonstrated reputation for honesty, integrity and trustworthiness and adheres to a high ethical standard.
Comments:
10. <b>Community Outreach.</b> The candidate demonstrates an understanding of the importance of engaging the community.
Comments:

**Change Log**

1-11-2022      Adopted



**Board Procedure**

Procedure Type:	Board
Procedure Title:	Procedural Guide for Filling Trustee Vacancy
Office Responsible:	Board of Trustees
Related Policies:	Trustee Vacancy 1.18
Related By-Laws:	Article II. Section 7. Trustee Vacancy
Related Laws:	Michigan Constitution Article 11, Section 8, MCL 15.261 et. Seq, MCL 168.310, 311, MCL 389.157, 158,
HCL Criterion:	N/A

In accordance with the Board Trustee Vacancy Policy 1.18, the following procedure was developed to be consistent with Board Bylaw Article II. Trustees Section 7. Trustee Vacancy, Board Trustee Vacancy Policy 1.18, and applicable law.

**Requirements:**

1. Vacancy is effective immediately as soon as the seat is vacant.
2. Vacancy must be filled within thirty (30) days.
3. Considered applicants;
  - a. **must** be at least the age of eighteen, at the time of application
  - b. **must** be a resident of Oakland County (A place where a person habitually sleeps, keeps his or her personal effects, has a regular place of lodging.” MCL 168.11)
  - c. **must not** have been convicted of a felony involving dishonesty, deceit, fraud or breach of the public trust with in the prior twenty (20) years, and the conviction was related to the individuals’ official capacity while holding any elective office or position of employment in local, state, or federal government (MI Constitution Article 11, Section 8).

**Procedural Timeline**

**Day 1**

- A. Vacancy Posting Media Releases (Appendix I) posted, but not limited to: College website, social media, newspapers, marketing list, last non-elected candidates who ran for OCC trustee.
- B. Special Meeting Scheduled within the allotted thirty (30) days.

**Day 2-10**

- A. Applications (Appendix II) are received.

**Day 11**

- A. Eligibility is verified;
  - a. Residency.
  - b. Felony background check.

**Day 12**

- A. All qualified applications sent to Board of Trustees electronically for preview.
- B. Qualified applicants invited to the next Board of Trustees public meeting for interviews (if three (3) or less applicants received).

**Day 13-30**

- A. Regular or Special Board of Trustees Public meeting takes place and includes interviewing (Appendix III & IV) of all qualified candidates.
  - B. Board of Trustees vote in public at meeting for their selection to fill the vacancy.
- or
- C. If more than three (3) qualified candidates apply, the Board of Trustees will meet at their Regular or Special Board of Trustees Public meeting to bring forth their top candidates and have any necessary discussion. The top three candidates will be determined by names submitted by the majority and will be interviewed at the next Regular or Special Board of Trustees Public meeting.
  - D. Selected qualified applicants will be invited to the next meeting for interviews.
  - E. Regular or Special Board of Trustees Public meeting takes place and includes interviewing of the candidates.
  - F. Board of Trustees vote in public at meeting for their selection to fill the vacancy.
  - G. 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. Resolution (Appendix V) to accompany the motion, which is to be signed by the trustees in attendance.

**Change Log**

1-11-2022 Adopted  
XX-XX-2024 Revised



### **Trustee Vacancy Announcement**

*[The following language can be utilized if the vacancy occurred for a position which was scheduled to expire during the next regularly scheduled election or prior to 7 days before the next election's filing deadline.]*

Oakland Community College is seeking applications for the current vacant position on the Board of Trustees. An individual will be appointed to fill the vacant position through December 31, 20XX, and will be replaced by the individual elected to the position (based upon the November XX, 20XX election results) on Jan. 1, 20XX.

*[The following language can be utilized if the vacancy occurred within 7 days of the next election's filing deadline and is for a position which was not scheduled to expire during the next regularly scheduled election.]*

Oakland Community College is seeking applications for the current vacant position on the Board of Trustees. An individual will be appointed to fill the vacant position until the November XX, 20XX elections have been held and certified and a newly elected individual has been sworn in to fill the remainder of this position's term.

*[Once one of the above paragraphs has been chosen, the posting can be completed with the following information.]*

Interested persons must submit an application and complete sample interview questions (INSERT LINK TO FILLABLE FORM) for the Board of Trustees position to Oakland Community College's Auburn Hills Campus, MTEC Building or via email at [ChancellorsOffice@oaklandcc.edu](mailto:ChancellorsOffice@oaklandcc.edu) no later than \_\_\_\_ p.m. on \_\_\_\_\_, 20XX. Following a review of the submitted materials, the Board will schedule interviews with selected candidates at a Regular or Special Board of Trustees public meeting. It is possible that all of candidates for the Board vacancy may not be interviewed. If you have any questions concerning the role of the Trustee and the responsibilities of a Board of Trustees member, please contact Kathleen Kelly at 248-341-2117 or <mailto:kekelly@oaklandcc.edu>.

**APPLICATION FOR OAKLAND COMMUNITY COLLEGE TRUSTEE**

1. Full Name: \_\_\_\_\_  
(First) (Middle) (Last)

2. Current Address: \_\_\_\_\_  
\_\_\_\_\_

3. Home Phone: \_\_\_\_\_

4. Cell Phone: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Current position or occupation: \_\_\_\_\_

7. If employed, Employer's Name: \_\_\_\_\_

8. Business Phone: \_\_\_\_\_

9. Business Address: \_\_\_\_\_  
\_\_\_\_\_

10. Educational Background: (Most recent first)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Honors or Awards:

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12. Community activities and/or involvements (Last 5 years):

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13. Professional activities and memberships:

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14. Current social issues of personal interest and involvement:

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15. Experience on a Board of Directors or in Trusteeship:

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16. Current and past associations with Oakland Community College:

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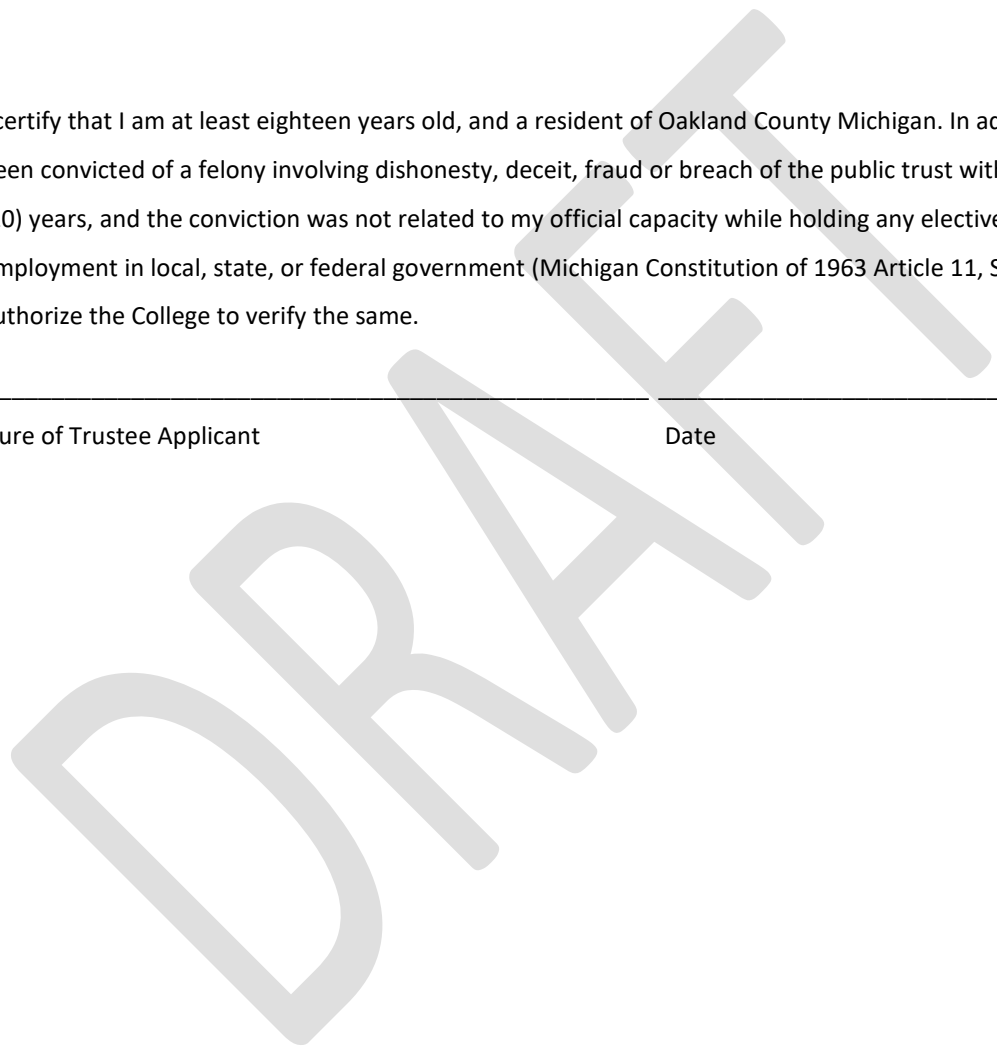
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- I certify that I am at least eighteen years old, and a resident of Oakland County Michigan. In addition, I have not been convicted of a felony involving dishonesty, deceit, fraud or breach of the public trust within the prior twenty (20) years, and the conviction was not related to my official capacity while holding any elective office or position of employment in local, state, or federal government (Michigan Constitution of 1963 Article 11, Section 8), and I authorize the College to verify the same.

---

Signature of Trustee Applicant

Date



**Written Response Questions for Trustee Vacancy Included with Application**

1. Why are you interested in serving on the Board of Trustees?
2. What do you see as the role of a Board of Trustees member?
3. What qualities, skills and experience would you bring to the Board?
4. What is your vision of the College?
5. What are the biggest challenges facing community colleges today?
6. What do you see as the roles and responsibilities of Board of Trustees members?
7. Describe how you'll advocate openness and democratic processes in all Board activities with emphasis on team decision-making and consensus.
8. What are your ideas that would put students first?
9. Do you have the time and flexibility to attend the board meetings and College functions?
10. How can a Board know if its goals are being accomplished and its policies carried out?
11. Describe your response if a student or community member approached you in the grocery store and asked for your support on a particularly hot issue?
12. What do you know about Oakland Community College?

## Trustee Candidate Interview Report

The purpose of this report is to organize the recording of information collected during the interview, and provide a rating based on the candidate's responses.  
Such ratings will be utilized for the selection of candidate for the vacant trustee seat.

Criteria	1	2	3	4	5	Rating 1-5
1. <b>Student Advocate.</b> 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.	Little or none demonstrated	Some demonstrated	Average amount demonstrated	More than average demonstrated	Outstanding amount demonstrated	
Comments:						
2. <b>Commitment to Community College Education.</b> The candidate demonstrates a passion for community college education, providing a quality education, and is not driven by their own personal agenda or political aspirations.	Little or none demonstrated	Some demonstrated	Average amount demonstrated	More than average demonstrated	Outstanding amount demonstrated	
Comments:						
3. <b>Leadership.</b> 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.	Little or none demonstrated	Some demonstrated	Average amount demonstrated	More than average demonstrated	Outstanding amount demonstrated	
Comments:						
4. <b>Board Policy Governance Model.</b> The candidate demonstrates an awareness of the Board's policy governance model and the ability to rely on data and facts in decision making.	Little or none demonstrated	Some demonstrated	Average amount demonstrated	More than average demonstrated	Outstanding amount demonstrated	
Comments:						

**Trustee Candidate Interview Report**

Criteria	1	2	3	4	5	Rating  1-5
5. <b>Commitment to Inclusion.</b> The candidate demonstrates a commitment to the values of diversity, equity, inclusion, and justice as it relates to the college community including without limitation students and employees.	Little or none demonstrated	Some demonstrated	Average amount demonstrated	More than average demonstrated	Outstanding amount demonstrated	
Comments:						
6. <b>Fiduciary Oversight Role.</b> 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.	Little or none demonstrated	Some demonstrated	Average amount demonstrated	More than average demonstrated	Outstanding amount demonstrated	
Comments:						
						<b>Score Total:</b>

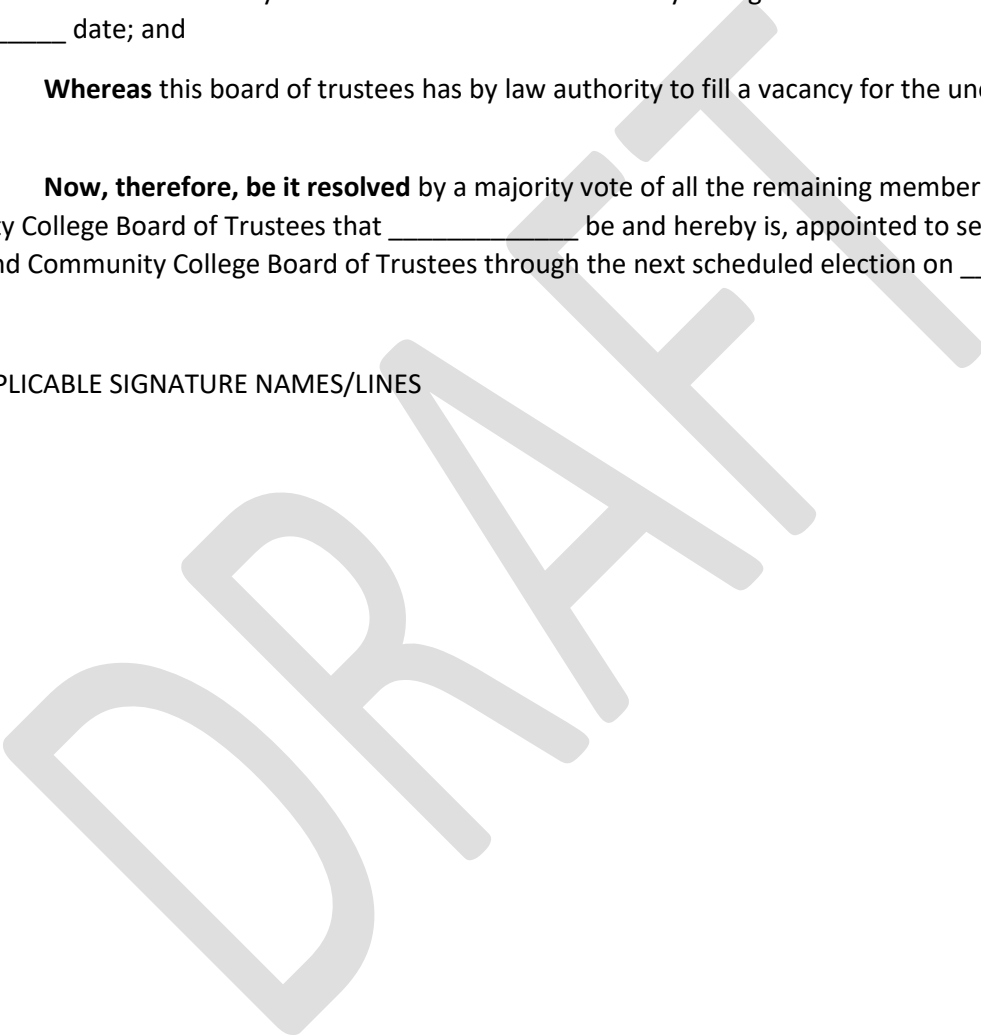
Resolution of the Board of Trustees of  
Oakland Community College

**Whereas** a vacancy exists on the Oakland Community College’s Board of Trustees as of \_\_\_\_\_ date; and

**Whereas** this board of trustees has by law authority to fill a vacancy for the unexpired term thereof;

**Now, therefore, be it resolved** by a majority vote of all the remaining members of the Oakland Community College Board of Trustees that \_\_\_\_\_ be and hereby is, appointed to serve as a member of the Oakland Community College Board of Trustees through the next scheduled election on \_\_\_\_\_ 20XX.

ENTER APPLICABLE SIGNATURE NAMES/LINES







**OAKLAND  
COMMUNITY  
COLLEGE®**

Board Policy

Policy Type:	Board
Policy Title:	Trustee Vacancy
Policy Number:	1.18
Office Responsible:	Board
Related By-law:	Article II. Section 7. Trustee Vacancy
Related Procedures:	Procedural Guide for Filling Trustee Vacancy
Related Laws:	MCL 389.157, 158, MCL 168.311 et. seq., MCL 15.261 et. seq.
HLC Criterion:	N/A

**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**

1-11-2022      Adopted



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# INFORMATION

Board Agenda Item 7.1  
May 21, 2024

FINANCE QUARTERLY REPORT For the  
Quarter Ended March 31, 2024



## INTRODUCTION

Oakland Community College is a public, non-profit educational institution operating academic campuses across Oakland county. The academic services of the College are provided during terms and the majority of the expenditures follow the terms– not calendar months. In the General Fund, the College has three major revenue sources following different receipt schedules. Tuition revenues are received on a term 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 March 31, 2024

This report includes year-to-date information as of the 3rd quarter of the fiscal year and reflects financial activity from July 1, 2023 to March 31, 2024.

### FINANCIAL HIGHLIGHTS

#### Revenues:

In the General Fund, the College recorded total revenues of \$177,752,360 (column 3) compared to \$156,737,058 (column 4) as of the end of the same quarter last year. In Designated Funds, the College recorded total revenues of \$2,287,203 (column 3) compared to \$2,545,232 (column 4) at the end of the same quarter last year.

Property Taxes: The total amount is \$104,737,144 (column 3) compared to \$97,996,490 (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 2023 as taxable values have increased. For fiscal year 2024 and beyond, the College will continue to closely monitor the impact of higher interest rates and inflation on property tax values.

State Appropriations: The total amount is \$21,570,317 (column 3) compared to \$14,780,495 (column 4) at the end of the same quarter last year in the General Fund. In FY24 there is an increase in state appropriations as well as the addition of the ITEMS grant fund for equipment in the amount of \$5 million.

*Tuition and Fees:* The total amount is \$40,295,894 (column 3) compared to \$37,110,021 (column 4) in the General Fund as of the end of the same quarter last year. Enrollment for fall 2023 and winter 2024 is slightly increased over last fiscal for both headcount and contact hours. Tuition and fees for economic & workforce development and police/fire academy programs in the Designated Funds are \$2,084,721 (column 3) at the end of the quarter compared to \$2,447,221 (column 4) at the end of the same quarter last fiscal year. In the Designated Funds, tuition and fees have been impacted by COVID-19 for over three years but have been increasing slightly each fiscal year with more offerings each term. During the 2<sup>nd</sup> quarter FY2024, as compared to last fiscal year, there were some decreases in MNJT (Michigan New Jobs Training) revenue causing the overall decrease on the quarterly financials but excluding this decrease for MNJT, other workforce, police and fire tuition revenue are slightly higher than in 2023 as of March 2024.

*Investment income:* The total amount of investment income for fiscal year 2024 as of the third quarter is \$10,266,330 (column 3) compared to \$5,886,085 (column 4) for same quarter last fiscal year. This increase is due to rising interest rates.

### **Expenditures:**

The College recorded total expenditures in the General Fund of \$88,858,737 (column 3) compared to \$87,151,715 (column 4) as of the end of the same quarter last year. In the Designated Funds, the College recorded total expenditures of \$4,308,281 (column 3) compared to \$3,542,556 (column 4) as of the end of the same quarter last year.

*Employee Salaries and Wages:* The amount is \$46,733,901 (column 3) compared to \$47,926,505 (column 4) as of the end of the same quarter last year in the General Fund. In the designated fund, the amount is \$2,056,545 (column 3) compared to \$1,618,263 as of the end of the same quarter. A portion of the designated salary increase in FY24 is related to instruction costs (57%) and the remaining amount is related to administrative and support staff (43%).

*Other Operating Expenses:* In the General Fund, other operating expenses of \$16,042,911 (column 3) are higher than as of the same quarter last year with \$13,746,896 (column 4) total. Fiscal year 2024 total expenses were budgeted and expected to be higher than 2023 at year-end due to the current rate of inflation. For the first three quarters of 2024, the overall increase as compared to 2023 is primarily due to new and ongoing technology projects, some of which will be capitalized at year end as required by GASB 96, Subscription based IT arrangements.

### **SUMMARY:**

OCC, along with educational institutions across the nation, is faced with many challenges. These include maintaining and increasing student enrollment, managing shifts to different modalities for student learning, continuing supply chain issues, competitive and tight labor market, and inflation with rising costs of all goods, services and utilities. The College faces these challenges with the assistance of the entire college community.

Overall revenue for fiscal year 2024 is trending higher than 2023 at the end of the third quarter and while expenses have also increased in 2024 over 2023, the College will continue to strive to effectively manage the fiscal year budget and monitor spending. The College continues to be watchful of the impact of the economy, changing interest rates and enrollment throughout the current fiscal year and beyond.



**GENERAL FUND BUDGET STATUS REPORT**  
**For the Quarter Ended March 31, 2024**

(1)	(2) TOTAL REVENUES BUDGET	(3) REVENUES YTD	(4) PRIOR YTD REVENUES	(5) YTD PERCENT OF BUDGETED REVENUES
<b>REVENUES:</b>				
Property Taxes	\$ 104,700,000	\$ 104,737,144	\$ 97,996,490	100.04%
State Appropriations	27,350,000	21,570,317	14,780,495	78.87%
Tuition & Fees	40,590,856	40,295,894	37,110,021	99.27%
Investment Income	6,500,000	10,266,330	5,886,085	157.94%
Miscellaneous Revenue	1,061,078	882,675	963,967	83.19%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 180,201,934</b>	<b>\$ 177,752,360</b>	<b>\$ 156,737,058</b>	<b>98.64%</b>
<b>EXPENDITURES:</b>				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF BUDGETED EXPENSES
Employee Salaries and Wages	\$ 74,260,349	\$ 46,733,901	\$ 47,926,505	62.93%
Fringe Benefits	36,223,086	21,736,063	21,491,896	60.01%
Contracted Temporary Personnel	2,680,304	1,362,133	1,282,834	50.82%
Utilities	4,724,084	2,983,729	2,703,584	63.16%
Other Operating Expenses	26,787,605	16,042,911	13,746,896	59.89%
<b>TOTAL EXPENDITURES</b>	<b>\$ 144,675,428</b>	<b>\$ 88,858,737</b>	<b>\$ 87,151,715</b>	<b>61.42%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ -	\$ -	\$ -	-
Transfer (to) from Loan Fund	-	-	-	-
Transfer (to) from Auxiliary Fund	-	-	-	-
Transfer (to) from Endowment/Restricted	(325,000)	-	-	0.00%
Transfer (to) from Plant Fund	(30,000,000)	-	-	0.00%
All Other Transfers	(3,845,116)	-	(159,783)	0.00%
<b>TOTAL TRANSFERS</b>	<b>\$ (34,170,116)</b>	<b>\$ -</b>	<b>\$ (159,783)</b>	<b>0.00%</b>



**DESIGNATED FUND BUDGET STATUS REPORT**  
**For the Quarter Ended March 31, 2024**

(1)	(2)	(3)	(4)	(5)
	TOTAL REVENUES BUDGET	REVENUES YTD	PRIOR YTD REVENUES	YTD PERCENT OF BUDGETED REVENUES
<b>REVENUES:</b>				
Property Taxes	\$ -	\$ -	\$ -	-
State Appropriations	-	-	-	-
Tuition & Fees	4,101,197	2,084,721	2,447,221	50.83%
Investment Income	-	-	-	-
Miscellaneous Revenue	139,570	202,482	98,011	145.08%
Unrealized Gain/(Loss) on Investments	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 4,240,767</b>	<b>\$ 2,287,203</b>	<b>\$ 2,545,232</b>	<b>53.93%</b>
<b>EXPENDITURES:</b>				
	TOTAL EXPENSES BUDGET	EXPENSES YTD	PRIOR YTD EXPENSES	YTD PERCENT OF BUDGETED EXPENSES
Employee Salaries and Wages	\$ 2,912,204	\$ 2,056,545	\$ 1,618,263	70.62%
Fringe Benefits	1,461,637	908,029	718,704	62.12%
Contracted Temporary Personnel	2,086,730	623,349	526,623	29.87%
Utilities	-	-	-	-
Other Operating Expenses	1,892,252	720,358	678,966	38.07%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,352,823</b>	<b>\$ 4,308,281</b>	<b>\$ 3,542,556</b>	<b>51.58%</b>
<b>TRANSFERS:</b>				
Transfer (to) from General Fund	\$ 3,845,116	\$ -	\$ 159,783	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>\$ 3,845,116</b>	<b>\$ -</b>	<b>\$ 159,783</b>	<b>0.00%</b>



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# INFORMATION

Board Agenda Item 7.2  
May 21, 2024

**COLLEGE FACILITIES QUARTERLY REPORT For the**  
**Quarter Ending March 31, 2024**

Kathleen Kelly - 2024/05/14 18:11 UTC  
Oakland Community College

# 2024 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: March 31, 2024

Row #	Project ID	Project Name	BoT Approved	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
1	AH21-002	G-240 Conference Room Upgrade	\$200,000.00	\$0.00	\$200,000.00	1		\$200,000.00
2	AH22-002	Building F Rooftop Unit Replacement	\$3,270,100.00	\$0.00	\$3,270,100.00	1		\$3,270,100.00
3	AH24-002	MTEC HVAC Replacement	\$7,500,000.00	-\$1,520,929.00	\$5,979,071.00	1		\$5,979,071.00
4	AH24-007	A101 Utility Enhancements	\$0.00	\$20,000.00	\$20,000.00	1		\$20,000.00
5	AH24-012	Campus Interior Signage	\$0.00	\$30,000.00	\$30,000.00	1		\$30,000.00
6	CW24-005	Parking Lot Fixture Upgrades	\$100,000.00	\$0.00	\$100,000.00	1		\$100,000.00
7	CW24-006	Restroom Upgrades	\$500,000.00	\$0.00	\$500,000.00	1		\$500,000.00
8	HL24-999	Closure Activities	\$0.00	\$20,000.00	\$20,000.00	1		\$20,000.00
9	RO24-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
10	SF24-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	1		\$150,000.00
11	AH23-013	CREST Phase I	\$0.00	\$16,000,000.00	\$16,000,000.00	2	\$13,305.00	\$15,986,695.00
12	AH24-006	Campus Chilled Water System Study	\$0.00	\$40,000.00	\$40,000.00	2	\$37,500.00	\$2,500.00
13	AH24-009	Campus Master Plan Study	\$0.00	\$30,000.00	\$30,000.00	2	\$11,752.50	\$18,247.50
14	OR23-011	Health Professions Project	\$0.00	\$60,000,000.00	\$60,000,000.00	2	\$1,108,489.34	\$58,891,510.66
15	RO22-003	Parking Structure Evaluation	\$50,000.00	\$50,000.00	\$100,000.00	2		\$100,000.00
16	RO24-005	Miscellaneous Window Replacements	\$0.00	\$30,000.00	\$30,000.00	2		\$30,000.00
17	AH24-010	CREST Door & Hardware Upgrade	\$0.00	\$120,000.00	\$120,000.00	4	\$4,297.00	\$115,703.00
18	AH24-016	Misc. Door & Hardware Upgrades	\$0.00	\$220,000.00	\$220,000.00	4		\$220,000.00
19	AH24-018	Building E Hall Floor Tile Replacement	\$0.00	\$60,000.00	\$60,000.00	4		\$60,000.00
20	CW24-007	College-wide Catch Basin Restorations	\$0.00	\$110,000.00	\$110,000.00	4		\$110,000.00
21	RO24-004	Building D Roof Replacement	\$0.00	\$500,000.00	\$500,000.00	4	\$1,755.38	\$498,244.62
22	AH21-004	Exterior Signage Upgrade	\$2,182,114.00	\$643,456.00	\$2,825,570.00	5	\$95,534.73	\$2,730,035.27
23	AH24-011	CREST Miscellaneous Building Repairs	\$0.00	\$110,000.00	\$110,000.00	5	\$8,305.41	\$101,694.59
24	AH24-014	Campus-wide Concrete Restorations	\$0.00	\$110,000.00	\$110,000.00	5		\$110,000.00
25	AH24-017	Misc. Office Reconfigurations	\$0.00	\$40,000.00	\$40,000.00	5	\$30,122.86	\$9,877.14
26	CW23-001	CCTV & Security Monitoring Enhancements	\$800,000.00	\$677,473.00	\$1,477,473.00	5	\$81,361.52	\$1,396,111.48
27	HL24-003	HOH Chimney Restoration	\$0.00	\$35,000.00	\$35,000.00	5	\$31,214.36	\$3,785.64
28	OR21-002	Building L Renovation	\$7,042,910.00	-\$1,313,135.06	\$5,729,774.94	5	\$3,319,207.43	\$2,410,567.51
29	OR22-002	Interior Hardware Renovation	\$1,300,000.00	\$646,301.48	\$1,946,301.48	5	\$1,252,859.13	\$693,442.35
30	RO22-004	Building E Construction	\$71,511,721.00	-\$1,184,481.80	\$70,327,239.20	5	\$16,288,517.42	\$54,038,721.78
31	SF22-004	Chiller Plant Upgrade	\$109,887.00	\$209,753.96	\$319,640.96	5	\$219,994.30	\$99,646.66
32	AH23-011	ERU-2 Modification	\$0.00	\$50,000.00	\$50,000.00	6	\$41,851.05	\$8,148.95
33	AH24-005	CREST Burn Building Masonry Study	\$0.00	\$20,000.00	\$20,000.00	6	\$14,929.00	\$5,071.00
34	AH24-008	Chiller Restoration Program	\$0.00	\$76,000.00	\$76,000.00	6	\$67,152.28	\$8,847.72

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# 2024 RENOVATION / MAJOR MAINTENANCE PROGRAM

Quarter End Date: March 31, 2024

Row #	Project ID	Project Name	BoT Approved	Adjustments + / -	Adjusted Budget	Status	Committed Cost	Balance
35	AH24-013	Public Safety Suite G101 Modifications	\$0.00	\$20,000.00	\$20,000.00	6		\$20,000.00
36	AH24-015	Restroom Piping Restoration	\$0.00	\$60,000.00	\$60,000.00	6	\$45,629.09	\$14,370.91
37	CW24-008	Roof Restoration Program	\$0.00	\$100,000.00	\$100,000.00	6	\$66,819.88	\$33,180.12
38	OR20-011	Building M Remodel	\$950,000.00	\$2,026,561.42	\$2,976,561.42	6	\$2,387,570.47	\$588,990.95
39	OR23-007	CW Exterior Light Fixture Replacement	\$0.00	\$35,000.00	\$35,000.00	6	\$26,503.01	\$8,496.99
40	OR23-010	Buildings C&D Elevator Restoration	\$0.00	\$85,790.00	\$85,790.00	6	\$60,742.53	\$25,047.47
41	OR24-003	Campus Handrails & Concrete Restorations	\$0.00	\$80,000.00	\$80,000.00	6	\$53,759.38	\$26,240.62
42	OR24-004	Campus Fiber Ring Modifications	\$0.00	\$50,000.00	\$50,000.00	6	\$41,654.84	\$8,345.16
43	RO24-003	Building B Elevator Equipment Upgrade	\$0.00	\$90,000.00	\$90,000.00	6	\$81,197.16	\$8,802.84
44	HL24-002	Interior Hardware Renovation	\$150,000.00	\$0.00	\$150,000.00	7		\$150,000.00
45	AH24-001	Site Work & Small Projects	\$250,000.00	-\$196,000.00	\$54,000.00	8	\$28,512.40	\$25,487.60
46	CW23-003	Elevator Restoration Program	\$0.00	\$34,816.42	\$34,816.42	8		\$34,816.42
47	CW24-001	Carpet/Flooring Replacement	\$200,000.00	-\$60,000.00	\$140,000.00	8	\$82,754.11	\$57,245.89
48	CW24-002	Paving, Catch Basin & Sidewalk Restoration	\$2,000,000.00	-\$220,000.00	\$1,780,000.00	8		\$1,780,000.00
49	CW24-003	Roof Upgrades	\$1,000,000.00	-\$635,000.00	\$365,000.00	8		\$365,000.00
50	CW24-004	Elevator Restoration Program	\$500,000.00	-\$210,606.42	\$289,393.58	8		\$289,393.58
51	CW24-997	Construction Management Core Staff	\$450,000.00	\$0.00	\$450,000.00	8	\$299,767.20	\$150,232.80
52	CW24-998	Academic/Campus Enhancements	\$1,000,000.00	-\$390,000.00	\$610,000.00	8	\$406.96	\$609,593.04
53	CW24-999	Emerging Needs / Contingency / Emergency Repair	\$1,000,000.00	\$1,515,000.00	\$2,515,000.00	8		\$2,515,000.00
54	DO24-001	Site Work & Small Projects	\$50,000.00	\$0.00	\$50,000.00	8	\$9,023.00	\$40,977.00
55	HL24-001	Site Work & Small Projects	\$100,000.00	-\$20,000.00	\$80,000.00	8	\$6,055.84	\$73,944.16
56	OR24-001	Site Work & Small Projects	\$265,000.00	-\$115,000.00	\$150,000.00	8	\$9,532.04	\$140,467.96
57	RO24-001	Site Work & Small Projects	\$200,000.00	-\$80,000.00	\$120,000.00	8	\$2,800.00	\$117,200.00
58	SF24-001	Site Work & Small Projects	\$100,000.00	\$0.00	\$100,000.00	8		\$100,000.00
59	AH23-002	Building A Renovation & Expansion	\$2,000,000.00	-\$2,000,000.00	\$0.00			\$0.00
60	AH24-003	CREST Expansion	\$16,000,000.00	-\$16,000,000.00	\$0.00			\$0.00
61	OR24-002	Health Sciences Building	\$60,000,000.00	-\$60,000,000.00	\$0.00			\$0.00
<b>Grand Total</b>			<b>\$181,081,732.00</b>	<b>\$0.00</b>	<b>\$181,081,732.00</b>		<b>\$25,830,876.62</b>	<b>\$155,250,855.38</b>

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# INFORMATION

Board Agenda Item 7.3  
May 21, 2024














## INFORMATION TECHNOLOGY QUARTERLY REPORT

January 1, 2024 to March 31, 2024

# Quarterly Status Report as of March 31, 2024

Select a Quarter End Date to view the Report:

March 31, 2024 ▼

Description	Location	Status	Progress	2023-24 Budget \$	2023-24 Committed Costs	2023-24 Balance	Multi-year Project
Add OCC Chatbot to IT portal	CW	Implementation		\$0	\$0	\$0	1
Colleague migration to SaaS	CW	Implementation		\$756,155	\$588,736	\$167,419	2
Destiny One	CW	Implementation		\$150,000	\$150,000	\$0	1
Eforms and workflows	CW	Implementation		\$904,000	\$570,000	\$334,000	3
eLumen Data in IE SQL Server Database	CW	Not Started		\$0	\$0	\$0	1
FA~Link	CW	Testing		\$9,790	\$0	\$9,790	1
Infosilem	CW	Testing		\$45,000	\$45,000	\$0	1
MFA for students	CW	Complete		\$22,000	\$0	\$22,000	1
MyOCC Electronic Faculty Contracts	CW	Testing		\$42,600	\$42,600	\$0	1
NEOED - Phase II	CW	Deferred		\$80,746	\$80,746	\$0	1
Public Safety Paperless Key application	CW	Implementation		\$0	\$0	\$0	1
Simple Syllabus	CW	Implementation		\$20,162	\$20,162	\$0	1
VDI replacement	CW	Implementation		\$4,200,000	\$4,192,090	\$7,910	1
<b>Totals</b>				<b>\$6,230,453</b>	<b>\$5,689,334</b>	<b>\$541,119</b>	

## IT Project Descriptions

### **Emma Integration**

Emma is a cloud-based email management platform used to by OCC to communicate with large numbers of students or employees at once. This project creates an automated linkage (integration) between our Colleague Student Information System and Emma to provide up to date lists of current student populations that we need to communicate with.

### **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.

### **Campus Logic Award Letter**

Campus Logic is a cloud-based platform that OCC uses to help students navigate Financial Aid by streamlining the workflow, digitizing paperwork, and managing communication. The Award Letter is a project that automates the timely creation and delivery of a document explaining exactly what FA funds a student has been awarded so they may understand the financial resources available to them to attend OCC.

### **Colleague migration to SaaS (Software as a Service)**

This is a D3C3-funded project with 2 major components: 1) to streamline Colleague processes and allow better integration across programs by de-customizing screens and increasing the consistency and effectiveness of how the system is used. The second component is to move the hosting of Colleague from on-premise to the cloud. By doing so, OCC can further increase the long-term maintenance, security, and sustainability of our Student Information System, freeing up time for proactive technology-based projects in service of our goal to double graduation rates and increase equitable access to education.

### **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.

### **eForms and Workflows**

This project refers to the expansion of our document imaging solution 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 and allows for anytime anywhere access to forms for students and employees.

### **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.

### **FA~Link**

This is a software product from Trimdata which provides real-time, two-way interface allowing students to use Financial Aid and Sponsorship funds, managed through Colleague, to seamlessly pay for books while at the bookstore cash register.

### **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.

### **MyOCC Electronic Faculty Contracts**

This software manages the very complex Faculty contract compensation process. It replaces a program that is no longer available to the college because Web Advisor was discontinued by Ellucian.

### **NEOED- Phase II**

This software is designed to automate and streamline our HR recruiting and onboarding process. It replaces a system (HireTouch) that was discontinued by the manufacturer.

### **Penji**

Penji is a cloud-based platform for scheduling, communicating, and tracking appointments and interactions with our Academic Success Centers. This project includes the linkage (integration) between the Colleague Student Information System and Penji to manage access to the ASCs for our students.

### **Public Safety Paperless Key application**

This software automates the Public Safety process to manage and track the hundreds of physical door keys and electronic access badges throughout the college.

**Simple Syllabus**

This is a cloud-based, centralized platform for managing and on-line publishing our academic syllabi. The solution simplifies syllabus management, and improves syllabus consistency and accessibility for our students.

**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 7.4  
May 21, 2024

**OCC FOUNDATION QUARTERLY REPORT**  
**January 1, 2024 to March 31, 2024**

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 *fiscal-year basis*. Please note that previous reports have reported based on a *calendar-year basis*, which may account for previous reports looking differently.

### Organizational Highlights

- Administrative Assistant position: filled. The OCC Foundation welcomed Laura Kron, Administrative Assistant, on February 12, 2024. Laura brings a wealth of knowledge from her previous roles and will support the Vice Chancellor for External Affairs, OCC Foundation and Government and Community Relations.
- The 2024 Scholarship Luncheon was a memorable event for our donors and students. Over 140 guests joined us as we celebrated our students for their academic achievements and scholarship sponsors for their generosity.
- Scholarship statistics:
  - 596 scholarships awarded of which:
    - 492 represent both annual and endowed (financial-aid awarded); and
    - 104 represent miscellaneous (department-awarded)
  - \$354,250 dollars awarded of which:
    - \$273,500 represent annual and endowed (financial-aid awarded); and
    - \$80,750 represent miscellaneous (department-awarded)

### Fundraising Results

	FY2023 Total 7/1/22 - 6/30/23		FY2024 To Date 7/1/23 – 3/31/24		FY2024 Q3 1/1/24 – 3/31/24	
	Count	Amount	Count	Amount	Count	Amount
<b>Total</b>	<b>358</b>	<b>\$1,731,836</b>	<b>316</b>	<b>\$355,088</b>	<b>90</b>	<b>\$48,049</b>
<u>Giving Level</u>						
\$100,000 and up	3	\$1,178,914	0	\$ -	0	\$ -
\$10,000 and up	15	\$279,426	10	\$156,964	1	\$12,000
\$1,000 to \$9,999	88	\$215,556	54	\$150,165	7	\$22,810
Under \$1,000	252	\$57,940	252	\$47,959	82	\$13,293



# INFORMATION

Board Agenda Item 7.5  
May 21, 2024

## STRATEGIC PLANNING UPDATE

The Office of the Chief Strategy Officer continues deployment of the strategies outlined in the Strategic Plan and supported through the D3C3 grant. OCC is now midway through the first set of grant-funded strategies and continues to reach key milestones in their implementation. At this phase of the work, OCC is working more closely with the Michigan Community College Association (MCCA) and the Michigan College Access Network (MCAN) to advance our grant-funded strategies in line with the specific context of our region and state. In recent months, OCC has expanded connections and programming with our K-12 partners, further integrated our CRM Advise tool for more intentional and personalized student outreach, and continued our work tied to career connectedness and work-based learning opportunities.

The college is also working intently to advance a culture of collaboration focused on student success. Multiple focus groups with OCC employees are shaping the ways in which the college will build upon a culture of care and commitment for students and for colleagues. Related to this work, the Office of Institutional Effectiveness held several departmental review sessions of the Ruffalo Noel Levitz Student Success Inventory results from Fall 2023. These sessions focused on a deeper dive into the survey outcomes and an introduction to the data tools. These resources can continue to support our continuous improvement related to the student experience at OCC.

After the enrollment declines that community colleges experienced during the pandemic, both new and returning enrollment numbers are increasing again. The college met strategic enrollment goals for Winter and is on track to do the same for Summer. Increases in average credit enrollment and student retention between terms and from year to year are particularly important real-time indicators toward achieving our graduation goals.